

Record of officer decision

Decision title:	Introduction of 'click and collect' library service and collection of green garden waste sacks at Kington Library
Date of decision:	24 th September 2020
Decision maker:	Director, Economy & Place
Authority for delegated decision:	The Chief Executive's Scheme of Delegation updated 14 September 2020. Appendix one of the scheme states under section SA41 that the Director of Economy and Place may implement decisions relating to Libraries
Ward:	The site is based in Kington but provides services to residents of neighbouring wards and potentially countywide
Consultation:	The following have been consulted and are content for this decision to be taken : Health & Safety, Legal services, Finance, Property Services, Waste and Cabinet Member for Commissioning, Procurement and Assets. Unison have also been consulted to ensure staff have safe working practices in place.
Decision made:	<p>To introduce a 'click and collect' library service from Kington Library, along with the collection of green garden waste sacks that have been pre-ordered and paid for.</p> <p>Initial hours of operation to be Tuesday 10.00 – 1.00 and Saturday 11.00 – 13.00. This is in line with existing sites delivering 'click and collect' operating for approximately one third of their historic opening hours. This to be subject to regular review.</p> <p>The service will begin on 26th September 2020.</p>
Reasons for decision:	<p>The eleven sites delivering a library service on behalf of Herefordshire Council were closed on March 20th 2020 due to the COVID-19 outbreak. In line with government guidance, libraries have been allowed to operate again from 4th 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>Hereford, Ross, Leominster and Ledbury libraries are already offering a 'click and collect' type service.</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, Kington library will also be a collection point for green</p>

	garden waste sacks that have been pre-ordered and paid for via the Herefordshire Council website.
Highlight any associated risks/finance/legal/equality considerations:	<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 & 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.</p> <p>Legal advice has been sought. This advice has confirmed that in accordance with current UK Government guidance, updated on July 3rd, we may reintroduce the library service.</p> <p>The service will also ensure compliance with any legal obligations that may be required as part of the UK Government's Test and Trace programme. Currently this does not apply to 'click and collect' type services but should this change, then appropriate compliance measures will be undertaken.</p>
Details of any alternative options considered and rejected:	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
Details of any declarations of interest made:	None

Signed:
Richard Ball, Director Economy and Place

Date: 24/9/2020