





**AGENDA**

| <b>Part One</b>   | <b>Page</b>    |
|---|----------------|
| <b>29. PROCEDURAL BUSINESS</b>  | <b>1 - 2</b>   |
| <b>30. MINUTES OF THE PREVIOUS MEETING</b><br>Minutes of the meeting on 25 <sup>th</sup> September 2008 (copy attached).  | <b>3 - 8</b>   |
| <b>31. CHAIRMAN'S COMMUNICATIONS</b>  |                |
| <b>32. PUBLIC QUESTIONS</b><br>No public questions have been received.  |                |
| <b>33. WRITTEN QUESTIONS FROM COUNCILLORS</b><br>No written questions have been received.   |                |
| <b>34. CABINET MEMBER FOR CULTURE AND TOURISM - COUNCILLOR DAVID SMITH</b><br>Discussion and question and answer.   |                |
| <b>35. ARTS COUNCIL - PRESENTATION</b><br>This is an information item – presentation by Richard Russell, Director of Communications at the Arts Council.  |                |
| <b>36. PUBLIC ART AND PLANNING - PRESENTATION</b><br><i>Contact Officer: Paula Murray Tel: 29-2534</i><br><i>Ward Affected: All Wards</i>   |                |
| <b>37. LIBRARIES PLAN 2009-2012</b><br>Report of the Director of Cultural Services (copy attached).<br><i>Contact Officer: Sally McMahon Tel: 29-6963</i><br><i>Ward Affected: All Wards</i>                                  | <b>9 - 54</b>  |
| <b>38. THE NEW PERFORMANCE AND ASSESSMENT FRAMEWORKS - AN OVERVIEW</b><br>Report of the Director of Cultural Services (copy attached).<br><i>Contact Officer: Paul Brewer Tel: 29-1269</i><br><i>Ward Affected: All Wards</i> | <b>55 - 60</b> |

## CULTURE, TOURISM & ENTERPRISE OVERVIEW & SCRUTINY COMMITTEE

### 39. AUDIT OF SPORTS FACILITIES 61 - 68

Report of the Director of Environment (copy attached).

Contact Officer: Ian Shurrock Tel: 29-2084

Ward Affected: All Wards

### 40. BRIGHTON AND HOVE'S PROGRAMME FOR 2012 69 - 82

Report of the Director of Cultural Services (copy attached).

Contact Officer: Pauline Freestone Tel: 29-3312

Ward Affected: All Wards

### 41. CULTURE, TOURISM & ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE (CTEOSC) WORK PROGRAMME FOR 2008/9 83 - 92

Report of the Director of Strategy and Governance (copy attached).

Contact Officer: Julia Riches Tel: 01273 29-1084

Ward Affected: All Wards

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

The closing date for receipt of public questions and deputations for the next meeting is 12 noon on the fifth working day before the meeting.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact , (, email [julia.riches@brighton-hove.gov.uk](mailto:julia.riches@brighton-hove.gov.uk)) or email [democratic.services@brighton-hove.gov.uk](mailto:democratic.services@brighton-hove.gov.uk)

Date of Publication - Wednesday, 5 November 2008

## Agenda Item 29

### 1. PROCEDURAL BUSINESS.

#### A Declaration of Substitutes

Where a Member of the Committee is unable to attend a meeting for whatever reason, a substitute Member (who is not a Cabinet Member) may attend and speak and vote in their place for that meeting. Substitutes are not allowed on Scrutiny Select Committees or Scrutiny Panels.

The substitute Member shall be a Member of the Council drawn from the same political group as the Member who is unable to attend the meeting, and must not already be a Member of the Committee. The substitute Member must declare themselves as a substitute, and be minuted as such, at the beginning of the meeting or as soon as they arrive.

#### B Declarations of Interest

- (1) To seek declarations of any personal or personal & prejudicial interests under Part 2 of the Code of Conduct for Members in relation to matters on the Agenda. Members who do declare such interests are required to clearly describe the nature of the interest.
- (2) A Member of the Overview and Scrutiny Commission, an Overview and Scrutiny Committee or a Select Committee has a prejudicial interest in any business at meeting of that Committee where –
  - (a) that business relates to a decision made (whether implemented or not) or action taken by the Executive or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
  - (b) at the time the decision was made or action was taken the Member was
    - (i) a Member of the Executive or that committee, sub-committee, joint committee or joint sub-committee and
    - (ii) was present when the decision was made or action taken.
- (3) If the interest is a prejudicial interest, the Code requires the Member concerned:-
  - (a) to leave the room or chamber where the meeting takes place while the item in respect of which the declaration is made is under consideration. [There are three exceptions to this rule which are set out at paragraph (4) below].
  - (b) not to exercise executive functions in relation to that business and
  - (c) not to seek improperly to influence a decision about that business.
- (4) The circumstances in which a Member who has declared a prejudicial interest is permitted to remain while the item in respect of which the interest has been declared is under consideration are:-

(a) for the purpose of making representations, answering questions or giving evidence relating to the item, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, BUT the Member must leave immediately after he/she has made the representations, answered the questions, or given the evidence,

(b) if the Member has obtained a dispensation from the Standards Committee, or

(c) if the Member is the Leader or a Cabinet Member and has been required to attend before an Overview and Scrutiny Committee or Sub-Committee to answer questions.

**C** Declaration of Party Whip

To seek declarations of the existence and nature of any party whip in relation to any matter on the Agenda as set out at paragraph 8 of the Overview and Scrutiny Ways of Working.

**D** Exclusion of Press and Public

To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

*NOTE: Any item appearing in Part 2 of the Agenda states in its heading the category under which the information disclosed in the report is confidential and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls.*

**BRIGHTON & HOVE CITY COUNCIL**  
**CULTURE, TOURISM AND ENTERPRISE OVERVIEW AND SCRUTINY**  
**MEETING**

**4PM, 25 September 2008**

**HOVE TOWN HALL**

**DRAFT MINUTES**

**Present:** Councillors Bill Randall (Chairman), Pat Drake (Deputy Chairman), Melanie Davis, Pat Hawkes, Amy Kennedy, Craig Turton, and Carol Theobald.

**Also in attendance:**  
Councillor Ted Kemble, Cabinet Member for Enterprise, Employment and Major Projects

**Apologies:** Sally McMahon, Head of Libraries and Information Service

**PART ONE**

**17 PROCEDURAL BUSINESS**

**17a Declarations of Interests**

17.1 *There were none*

**17b Exclusion of Press and Public**

17.2 In accordance with section 100A(4) of the Local Government Act 1972, it was considered whether the press and public should be excluded from the meeting during the consideration of any items contained in the agenda, having regard to the nature of the business to be transacted and the nature of the proceedings and the likelihood as to whether, if members of the press and public were present, there would be disclosure to them of confidential or exempt information as defined in section 100 (1) of the said Act.

17.3 **RESOLVED** - *That the press and public be not excluded from the meeting.*

**18a MINUTES – 19 June 2008.**

At paragraph 9.5. Members raised concerns about Pool Valley, relating to parking and toilet provision. It was noted that the matter had been referred to the Environment Scrutiny Committee to discuss in the context of their work plan.

18a.1 **RESOLVED** – *That the minutes of the meeting held on 19 June 2008 be approved and signed by the Chairman.*

**18b MINUTES – 10 September 2008**

At paragraph 14:3 change Sea Scouts to Sea Cadets. Amend typographic error in the heading.

- 18b.1 **RESOLVED** – *That the minutes of the meeting held on 10 September 2008 be approved and signed by the Chairman, subject to the above amendments.*

**19 CHAIRMAN'S COMMUNICATIONS**

- 19.1 The Committee agreed to begin with the items on the Foredown Tower (item 25), Annual Library Plan (item 24) and the Work Programme (item 26). This would be followed by the discussion with the Cabinet Member (item 22).

**20 PUBLIC QUESTIONS**

- 20.1 *There were none.*

**21 WRITTEN QUESTIONS FROM COUNCILLORS**

- 21.1 *There were none.*

**22 CABINET MEMBER FOR ENTERPRISE, EMPLOYMENT AND MAJOR PROJECTS, COUNCILLOR TED KEMBLE**

- 22.1 [ NB: This item was taken after agenda item 26 and before agenda item 23.]

The Cabinet Member outlined his main areas of responsibility, which related to Enterprise and Major Projects. These included Economic Development - supporting the economic growth of the City through four main functions:

*1 Developing land & buildings to help create jobs:* providing information on available commercial space; acting as a conduit between developers and the Planning department; acting as a formal consultee on all commercial planning applications.

*2 Local economic research & Information:* providing research information on the city's demography, business sectors and economic indicators.

*3. Support for enterprise and business growth:* providing a referral and information service to those seeking business advice; producing a business directory to encourage business to business networking; working closely with many of the city business associations such as the Chamber of Commerce, the Economic Partnership; providing funds to support the Business Improvement District which has seen the level of retail crime reduce significantly in the area.

*4. Workforce development and employment:* ensuring that the targets and aspirations set down within the City Employment and Skills Plan (CESP) are met; and securing external public funds to support a range of projects that will provide employment and training for workless residents.



- 22.2 The Cabinet Member noted that the current priorities in Economic Development were:
- Completing and delivering the Business Retention & Inward Investment Strategy (BRII) which the Cabinet Member would wish CTEOSC to look at in due course;
  - Delivering the City Employment & Skills Plan (CESP);
  - Further development of the 'Futures' model which links businesses to training providers;
  - Development of a city markets strategy that will ensure that markets enhance the retail offer in localities;
  - Monitoring progress against the Local Area Agreement targets for Economic Development;
  - Taking forward the recently endorsed Social Enterprise Strategy for the city.
- 22.3 The Cabinet Member outlined the future challenges:
- Business Support Simplification - a government initiative that would change the face of business support in the city; they are working with business support agencies and SEEDA to facilitate the transition and ensure that business can access the services that they need.
  - The Economic downturn was likely to impact on business in the city and they are working with partners to develop interventions and support that would help mitigate the effects.
  - The development of key sites was likely to be affected by the downturn.
  - Regional competitiveness rested on the ability to respond to the changing economic climate; the ability to meet the skill needs of existing and emerging sectors; and, the need to build commercial links beyond the city boundaries.
  - Public Funds for regeneration would be limited in the coming year; he was promoting greater levels of partnership working in order to maximise the available resources.
  - Tackling Worklessness was achieved in the authority in four main ways: as an employer; as a provider of services; as a procurer of local services; and as a civic leader.
- 22.4 The Cabinet Member then outlined a list of the Major projects that were the other main area of his responsibility, including: American Express/Edward Street; King Alfred; Preston Barracks; Open Market; Brighton Centre; City College Capital Strategy; Released Land at Falmer; Circus Street; Community Stadium; Black Rock (Brighton International Arena); Marina (Whole Site); i360 / West Pier; Shoreham Harbour; New Records Office & Resource Centre ('The Keep'); and London Road / St James's Investments.
- 22.5 Committee Members asked a number of questions on major projects and the Cabinet member offered to circulate a paper on this. Members also requested an update on major projects at future meetings. Following a question on the 'political vision' for the future, the Cabinet Member stated his aim was to grow the economy whilst protecting the environment. He offered to return to the Committee at a later date to provide further information on this issue.
- 22.6 **RESOLVED:** *that the Cabinet Member be thanked for his attendance and be invited to a future meeting.*

## 23 CREATIVE WORKSPACE STUDY

- 23.1 The Committee received a presentation from the Creative Industries Manager on the recently produced Creative Workspace Study (for copy see minute book).
- 23.2 The Committee heard how beneficial it is to the city that Brighton houses so many creative practitioners, as this was likely to be the economy of the future. In the current economic climate it was felt that a realistic level of growth is 2.5% for the next 18 months. Only 40% of these creative workers are occupying purpose built office space. The figure of 650,000 sq ft of workspace needed for the city over 10 years, at 2.5% growth, was an 'aspiration for the city'.
- 23.3 In response to a question, Members were told that the Planning Service had made an excellent contribution to the study and sat on the steering group. It was important to retain these links when implementing the recommendations.
- 23.4 Members asked how the figure of 150sq ft per person had been calculated and were told it was based on industry figures from architects and planners. However, some creative workers may need more space. Visual artists are thought to need a minimum of 200 sq ft and even more for members of the performing arts.
- 23.5 The Committee were told that there would be a formal action plan meeting on October 14<sup>th</sup>. This would discuss practical details such as how to engage private sector landlords. It was likely that existing mechanisms would be used to implement the report, such as Economic Partnership sub-groups, and the Commercial Properties database.
- 23.6 Members suggested that it would be useful to look at ways of providing flexible workspace, such as making temporary use of empty space or using church halls.
- 23.7 It was noted that Brighton was a place that organisations were choosing to work in – for example, Linden Labs who created "SecondLife". Members praised the report and commented that it would help to maintain the city's 'cultural offer'. Additionally, future links must be maintained with schools, and higher and further education institutions.

## 23 RESOLVED –

- (1) That the Committee endorses the report and its findings; and*
- (2) That the Committee receive ongoing reports from the Director of Cultural Services on the progress and implementation of the recommendations. The first report to be in April and then potentially on an annual basis.*
- (3) That any future redevelopment affecting the New England House creative industries cluster protects the cluster in terms of the number of businesses co-locating, their position close to Brighton station and the rents payable.*

## 24 ANNUAL LIBRARY PLAN

- 24.1 The Director of Cultural Services thanked members for attending the scrutiny workshop. Their useful contributions had been taken on board in the plan and it was confirmed that the Library Plan would be going to Council on 4<sup>th</sup> December.
- 24.2 Members asked if it could be made clear where scrutiny had made an input into the plan, for example in highlighting the need to increase the stock of books. The Director confirmed that the covering report for the plan would highlight the contribution made by Scrutiny members.
- 24.3 Members expressed their concern that only a small percentage of library materials are for children. The Director of Cultural Services agreed to send members a breakdown of expenditure on libraries' materials, by category e.g. children's fiction.
- 24.4 Members asked why a charge has been introduced for buggy users attending the Baby Boogie sessions at Jubilee Library. The Committee requested that the Executive be informed that they were not happy with the introduction of this charge. The Director of Cultural Services agreed to pass on the Committee's views. He explained that the charge had been introduced after the loss of some external funding, following earlier feedback that users would be prepared to pay for these sessions. Members were told that the charge will be reviewed in December to see if it has had any adverse effects. The Committee agreed to keep a watch on this issue.
- 24.5 Members were offered the formal chance to review the Library plan at the November 13 meeting of CTEOSC. This was agreed.
- 24.6 The Committee asked how the restructuring of the library staff was progressing. They had heard some concerns expressed about these changes. The Director of Cultural Services agreed to report back to the November CTEOSC meeting on the progress of this restructuring.

- 24 RESOLVED** – (1) *That the Committee review the final Library Plan at the next meeting of CTEOSC on 13 November 2008, and*  
(2) *that the Director of Cultural Services reflect the Committees' view on the charges at the Jubilee Library on to the Cabinet Member.*

## 25 FOREDOWN TOWER

- 25.1 Members heard that the amendments and new recommendation they had made to the original Foredown Tower report had been agreed by the Cabinet Member for Culture, Tourism and Enterprise at the Cabinet Member Meeting on 16 September 2008. It was agreed that this provided a lifeline to the Foredown Tower.
- 25.2 Members asked to be kept informed of the progress. The Director of Cultural Services agreed to provide regular verbal updates to the committee on the progress of Foredown Tower and a written report to the meeting on 5 February 2009.

25.3 Following a question, the Director of Cultural Services confirmed that the Council will require a formal business plan and legal plan from the Sea Cadets. These plans will then be assessed.

**25. RESOLVED –**

*(1) that the Committee would receive regular verbal updates on the Foredown Tower; and*

*(2) the Committee receive a written report at 5 February 2009 CTEOSC.*

**26 WORK PROGRAMME**

26.1 Members were advised that a number of the work programme items had been rescheduled. This meant there would be full agendas for the meetings in November and February.

26.2 The Committee agreed that they would like to hear short presentations from external organisation at meetings where appropriate.

26.3 Members requested a written update on major projects at future meetings.

26.4 The Director of Cultural Services promised to provide information that had been requested by Cllr Older about two sustainable events at Madeira Drive.

26.5 **RESOLVED –** *(1) That members agreed the draft Work Plan for 2008/9.*

**27. ITEMS TO GO FORWARD TO CABINET OR THE RELEVANT CABINET MEMBER MEETING**

27.1 There were none.

**28. ITEMS TO GO FORWARD TO COUNCIL**

28.1 There were none.

The meeting concluded at 5.45 pm

Signed

Chair

Dated this

day of

2008

# **CULTURE, TOURISM & ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 37**

Brighton & Hove City Council

**Subject:** *Libraries Plan 2009-2012*  
**Date of Meeting:** **13 November 2008**  
**Report of:** *Director of Cultural Services*  
**Contact Officer:** Name: **Sally McMahon** Tel: **29-6963**  
E-mail: sally.mcmahon@brighton-hove.gov.uk  
**Key Decision:** Yes Forward Plan No. (2918)  
**Wards Affected:** All

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The purpose of the report is to agree the Libraries Plan 2009-2012 which sets out the Council's vision for the service, building on the recent successes, and outlining the priorities and objectives for the next three years, in the context of the overall plans and ambitions for the city as a whole. The Plan demonstrates how Libraries support the Corporate Priorities and contribute to the key strategies for the city, including the Local Area Agreement and Corporate Plan.
- 1.2 Under the new Governance arrangements, the Libraries Plan is one of the key strategic documents that require full council approval.

#### **2. RECOMMENDATIONS:**

- 2.1 (1) To endorse the Libraries Plan 2009 -2012, and forward it on to full council for adoption.

#### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 In June the 2008 Cabinet Member for Culture, Recreation and Tourism approved a progress report on the previous Libraries Plan, and agreed the process and timetable for the development of the new Libraries Plan 2009-2012. This included:
- Review of consultation and research July 2008
  - Workshop with Overview and Scrutiny Committee 8 September 2008
  - Member and stakeholder consultation September 2008
  - Conservative Group meeting 13 October 2008
  - Report to Culture Recreation and Tourism CMM 28 October 2008
  - Report to Culture, Tourism and Enterprise Overview and Scrutiny 13 November 2008
  - Libraries Plan 2009-2012 to Council on 29 January 2009

### 3.2 Main features of the Libraries Plan 2009-2012

The Libraries Plan sets out the Council's vision and ambitions for the service: ***'Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives'***. Libraries make a difference on an individual level, inspiring people, widening their view of the world and what is achievable, supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

There are seven priorities identified for Libraries over the next three years:

- (1) Community libraries development:** We will develop libraries as local hubs in their communities, increasing community use, working in partnership with other agencies to provide improved access to a wide range of services at the local level. We will begin a phased programme to regenerate three community libraries, enhancing their role as community hubs, and seeking opportunities for mixed use development. We will review opening hours and make adjustments to meet local needs, and aim to increase library membership and use.
- (2) Improve value for money and performance:** We will develop our services, implement a marketing campaign and monitor use and satisfaction in order to improve our performance. A priority is to achieve our challenging income targets and attract new external resources to support some of our projects.
- (3) Support individual and community development through reading and learning:** We will work in partnership with others to support reading and learning across the city. In particular, we will help develop and implement a City-Wide Reading Strategy to improve reading and literacy levels of children and adults. We will build on the success of our existing services to children such as Bookstart and Homework clubs to support children's learning and development. We will implement our Learning Strategy to support lifelong learning, and skills development.
- (4) Increase access to information and knowledge:** We will improve our online resources and services, and develop new partnerships to extend our ability to refer people onto other agencies for more in-depth knowledge. In response to the high percentage of library users who seek health information, we will work as part of the local Health Information Partnership to improve our provision. We will work with the local universities to improve access to collections for local residents and students. We will seek external sponsorship to support the care and promotion of our Rare Books collections.
- (5) Accessible and inclusive services:** We will implement improvement plans as a result of the recent Equal Access Services and Mobile Library Service reviews. We will implement our Equalities Action Plan to improve

access to services in all six of the identified equalities areas (race, disability, gender, sexual orientation, age and faith/belief).

**(6) Modernise libraries services:** We will develop our website, introduce new online services and extend the use of self service in libraries. We will introduce new technology and new ways of working, to improve customer service and efficiency in the use of resources. We will be using technology to find new ways of reaching our customers, especially young people.

**(7) Strengthen the libraries workforce:** We will implement effective workforce development plans to improve the skills and knowledge of our staff, and are seeking to achieve the Investors in People award in 2009.

#### **4. CONSULTATION**

4.1 The Libraries Plan is based firmly on evidence and research, taking on board the views of library users and the wider community as expressed in recent consultation, including:

- National CIPFA (Chartered Institute of Public Finance and Accountancy) satisfaction surveys – the most recent being the adult users' and E-plus surveys 2006, and children's survey 2007
- Cityviews Survey 2007
- Home delivery survey 2008
- Equal access services review 2008
- Mobile Library Service Review 2008
- Analysis of community surveys that include the views of non-users
- Focus group research with some priority communities – including young people, visually impaired people, and black and minority ethnic groups (2004-07)
- Customer comments and complaints (reviewed quarterly)

A summary of the results of these consultations, together with other service reviews and audits, can be found in section 6 of the Libraries Plan.

4.2 The plan has also benefited from the active involvement of members of the Culture, Tourism and Enterprise Overview and Scrutiny Committee, through a workshop held in September. The Plan has been improved by the inclusion of many of the suggestions made by Members who welcomed the opportunity to discuss the future plans and aspirations for the Libraries Service. The main issues covered include:

- Importance of developing community libraries as hubs
- Need to attract new members, and to increase use by priority groups
- More emphasis on improving library stocks
- Review opening hours and change them to meet community needs
- Review and development of Mobile Library
- Need to work with partners to attract teenagers to libraries
- Develop use of libraries for adult education with support of LSC (Learning and Skills Council)
- Care and promotion of the rare books collections

- 4.3 The Plan has been made available for public comment through the Libraries Website, and has been sent out to key stakeholders for consultation. The deadline for responses is 31 December 2008.

## **5. FINANCIAL & OTHER IMPLICATIONS:**

### Financial Implications:

- 5.1 The key actions within the plan will be funded through the revenue budget or will be subject to attracting external income or investment or development of spend to save schemes. The 2008/09 budget for the library service is £3.9 million. Improving value for money is integral to the plan. Action has been taken in 2008/09 to improve income generation and debt recovery.

*Finance Officer Consulted: Anne Silley Date: 29/09/08*

### Legal Implications:

- 5.2 The Libraries Plan is a key strategic document that requires full council approval. There are no adverse legal implications arising from the Plan or the report.

*Layer Consulted: Bob Bruce Date: 29/09/08*

### Equalities Implications:

- 5.3 An initial equalities impact assessment has been carried out on the Libraries Plan, which identified three main actions needed:
- monitor and evaluate the impact of income generation targets on disadvantaged groups and individuals
  - make the Plan available in other formats and other languages
  - promote the Plan and Libraries services to priority groups
- A full Equalities impact assessment for Libraries is being carried out in line with agreed timetable for the Directorate.

### Sustainability Implications:

5.4 *Sustainable Consumption and Production* : Through the modernisation programme, the use new technology and new ways of working will include a reduction in use of paper and other consumable resources.

*Climate Change and Energy*: The regeneration of community libraries is likely to improve the environmental performance of the library buildings.

*Natural Resource Protection and Environmental Enhancement*: No implications.

*Sustainable Communities*: The development of community libraries as hubs and the expansion of our community engagement activities will contribute to the development of more sustainable communities.



#### Crime & Disorder Implications:

- 5.5 There are no crime and disorder implications.

#### Risk and Opportunity Management Implications:

- 5.6 A full risk management matrix has been completed for the Libraries Plan. Risks relating to the Plan include the possibility of damage to the council's performance and reputation if it fails to deliver the statutory requirement for an 'efficient and effective' library service. Elements of the Plan will impact on the achievement of specific objectives in the Corporate Plan, and levels of performance will affect the achievement of local targets in the LAA (Local Area Agreement).

Highest risks of the Libraries Plan are related to :

- Community library development: - risk that we are unable to put together business plans to make development possible
- Income generation: - failure to achieve income targets would have an impact on our ability to deliver services
- Website: - failure to implement new online developments would impact on our ability to deliver services
- Modernisation of services: - failure to change ways of working or use technology effectively would reduce our ability to deliver effective services or make the best use resources

#### Corporate / Citywide Implications:

- 5.7 The Libraries Service helps deliver the council's priorities as outlined in section 2.2 of the plan: **'Reducing inequality by increasing opportunity'** - Libraries help increase opportunity through free access to information and computer facilities, supporting learning and skills development, broadening cultural understanding and helping children and young people get the best start in life. Libraries help improve health through health information and support programmes, target the most vulnerable through home delivery services, and are a route through to other services.

Libraries support **'open and effective leadership'**, helping people keep informed and engaged through their community libraries as local hubs, providing safe and trusted places for engagement and interaction, and fostering community cohesion.

New library development supports local regeneration, and so help **'protect the environment while growing the economy'**.

There are a number of objectives in the Corporate Plan that Libraries will specifically deliver or support:

- Regenerate at least three community libraries enabling them to act as hubs for community services
- Work through museums and local libraries to support early years learning
- Increase and diversify participation in cultural and sporting activities
- Develop an inspiring programme of activities leading up to the 2012 London Olympics
- Deliver a range of positive activities for young people
- Improve young people's reading levels by implementing a city-wide reading strategy

- Increase public access to excellent online information and learning in public libraries
- Provide better health information in our libraries and expand the Books on Prescription scheme

**6. EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 None considered

**7. REASONS FOR REPORT RECOMMENDATIONS**

7.1 Under the new Governance arrangements, the Libraries Plan is one of the key strategic documents that require full council approval.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. Libraries Plan 2009 – 2012

**Documents In Members' Rooms**

1. Libraries Plan 2009 - 2012

**Background Documents**

1. None

# Brighton & Hove City Council

## Libraries Plan 2009 – 2012



**Brighton & Hove Libraries**

*Libraries at the Heart of our Communities:  
Broadening Horizons, Improving Lives*



**Brighton & Hove  
City Council**

## Foreword

Brighton & Hove is a culturally unique city, with a distinctive mix of originality and diversity in its people and places. It has an inimitable cultural heritage, and a deserved reputation for exciting and varied cultural and leisure activities. The Council believes strongly that this cultural uniqueness is the firm foundation for successful economic activity in the city that helps to attract and support people and businesses enabling the city to prosper. We are proud of the role that the Council's Cultural Services play in making Brighton & Hove prosperous and successful.

The Libraries Service has achieved some important successes that have contributed to the excellent reputation of Brighton and Hove as a culturally vibrant city. Jubilee Library has been recognised for its excellence, receiving no less than 14 awards, and has proved enormously popular with the public, becoming the fifth most popular public library in the country. Our children's services were one of only four authorities to achieve over 90% satisfaction levels in the last national Children's Public Library User survey in 2007. Our Libraries Services have been clearly shown to deliver good value for money, providing popular and well-used services, as well as being a leading authority in implementing improvements such as the introduction of self-service facilities.

The Libraries Plan sets out the Council's vision for the service, building on the recent successes, and setting out our aspirations for the next three years, in the context of the overall plans and ambitions for the city as a whole. We are committed to maximising the role of Libraries as focal points for community and personal development, and regenerating libraries as community hubs.

The Council aims to continue to deliver excellent services that are accessible and sustainable to ensure our city is a healthy and vibrant place in which to live, work and visit. Libraries actively contribute to this ambition: Libraries provide an important core service as part of our Cultural Services offer; Libraries help give our children the best start in life by supporting children's development and learning; Libraries increase opportunities through access to information and learning especially through IT; Libraries help improve the health of our residents through access to health information and support.

The Libraries Plan is based firmly on evidence and research, taking on board the views of library users and the wider community as expressed in recent consultation. The plan has also benefited from the active involvement of members of the Culture, Tourism and Enterprise Overview and Scrutiny Committee. What has emerged is a bold and ambitious vision for the future, one that has the full backing of the Council and, we believe, of the public. There is a challenging timetable and we will need to be creative and imaginative in the way that we generate the resources to put the plan into action. I am in no doubt that our Libraries will continue to deliver excellent services and have an exciting role to play in the future success of Brighton & Hove.

**David Smith**  
**Cabinet Member for Culture, Recreation and Tourism**

| <b>Contents</b>   | <b>Page number</b> |
|---|--------------------|
| Executive Summary   | 4                  |
| 1. Service Profile  | 6                  |
| 1.1 Service Accountability                                    | 6                  |
| 1.2 Service Scope   | 6                  |
| 2. Our Vision   | 8                  |
| 2.1 Priorities for the Future                                 | 9                  |
| 2.1.1 Develop Community Libraries as Hubs in the Community    | 9                  |
| 2.1.2 Improve Value for Money and Performance                 | 9                  |
| 2.1.3 Support Personal Development through Reading & Learning | 10                 |
| 2.1.4 Enable Access to Reading and Learning                   | 10                 |
| 2.1.5 Deliver Accessible and Inclusive Services               | 11                 |
| 2.1.6 Modernise Libraries Services                            | 12                 |
| 2.1.7 Strengthen the Libraries Workforce                      | 12                 |
| 2.2 How Libraries Support Council Priorities                  | 12                 |
| 3. Statutory Framework  | 17                 |
| 4. Policy Context   | 17                 |
| 4.1 Community Strategy  | 17                 |
| 4.2 Local Area Agreement                                      | 18                 |
| 4.3 Corporate Plan  | 18                 |
| 4.4 Brighton & Hove Cultural Strategy 2008 - 2018             | 20                 |
| 4.5 Directorate Plan  | 20                 |
| 4.6 Children & Young People's Plan                            | 21                 |
| 4.7 Regional Framework for Culture                            | 21                 |
| 5. Working Effectively with Partners                          | 21                 |
| 6. Research and Consultation                                  | 24                 |
| 6.1 Results of recent research and consultation               | 24                 |
| 6.2 Future research and consultation                          | 27                 |
| 7. Achievements for 2007-2008                                 | 27                 |
| 8. Action Plan 2009-2012                                      | 30                 |
| 9. Local Area Agreement Performance Indicator                 | 35                 |
| 10. Impact Assessments  | 36                 |
| Appendix A: Libraries Information                             | 37                 |

## Executive Summary

The Libraries Plan 2009-12 sets out Brighton & Hove Council's vision and ambitions for our Libraries Services:

### ***'Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives'***

This simple statement recognises the powerful role that public libraries have in supporting community and personal development that underpins economic activity and enriches people's lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

There are seven priorities identified for Libraries over the next three years:

- 1. Community libraries development:** We will develop libraries as local hubs in their communities, increasing community use, working in partnership with other agencies to provide improved access to a wide range of services at the local level. We will begin a phased programme to regenerate three community libraries, enhancing their role as community hubs, and seeking opportunities for mixed use development. We will review opening hours and make adjustments to meet local needs, and aim to increase library membership and use.
- 2. Improve value for money and performance:** We will develop our services, implement a marketing campaign and monitor use and satisfaction in order to improve our performance. High priorities are to achieve our challenging income targets and attract new external resources to support some of our projects.
- 3. Support individual and community development through reading and learning:** We will work in partnership with others to support reading and learning across the city. In particular, we will help develop and implement a City-Wide Reading Strategy to improve reading and literacy levels of children and adults. We will build on the success of our existing services to children such as Bookstart and Homework Clubs to support children's learning and development. We will implement our Learning Strategy to support lifelong learning and skills development.
- 4. Enable access to information and knowledge:** We will improve our online resources and services, and develop new partnerships to extend our ability to refer people on to other agencies for more in-depth knowledge. In response to the high percentage of library users who seek health information, we will work as part of the local Health Information Partnership to improve our provision. We will work with the local universities to improve access to collections for local residents and students. We will seek external sponsorship to support the care and promotion of our Rare Books collections.

- 5. Accessible and inclusive services:** We will implement improvement plans as a result of the recent Equal Access Services and Mobile Library Service reviews. We will implement our Equalities Action Plan to improve access to services in all six of the identified equalities areas (race, disability, gender, sexual orientation, age and faith/belief).
- 6. Modernise libraries services:** We will develop our website, introduce new online services and extend the use of self-service in libraries. We will introduce new technology and new ways of working, to improve customer service and efficiency in the use of resources. We will be using technology to find new ways of reaching our customers, especially young people.
- 7. Strengthen the libraries workforce:** We will implement effective workforce development plans to improve the skills and knowledge of our staff, and are seeking to achieve the Investors in People award in 2009.

Libraries effectively support council priorities as outlined in section 2.2, and have a number of specific objectives to achieve as set out in the **Council Plan** (section 4.4):

- Regenerate at least three community libraries enabling them to act as hubs for community services
- Work through museums and local libraries to support early years learning
- Increase and diversify participation in cultural and sporting activities
- Develop an inspiring programme of activities leading up to the 2012 London Olympics
- Deliver a range of positive activities for young people
- Improve young people's reading levels by implementing a city-wide reading strategy
- Increase public access to excellent online information and learning in public libraries
- Provide better health information in our libraries and expand the Books on Prescription scheme

Libraries already work effectively with a range of partners (section 5) and the success of the plan is based on the development and expansion of such partnerships to deliver more effective services within existing resources, and to attract external funding. The plan has made use of recent research and consultation, so that future actions are based on a firm foundation of evidence (section 6).

# 1. Service Profile

## 1.1 Service Accountability

Brighton & Hove Libraries and Information Services are within the council's Cultural Services Directorate and form part of the portfolio of the Cabinet Member for Culture, Recreation and Tourism.

## 1.2 Service scope

Brighton & Hove Libraries provide comprehensive public library services to all those who live, work or study in the city, and for those who are visiting the city. We provide free unbiased access to books and information, and have a wide range of recreational, historical and cultural materials in a variety of media. There are 12 community libraries, a mobile library and a central library for Hove. At the heart of this network of libraries is the award-winning Jubilee Library, which opened in 2005 to critical acclaim, and delivers around 50% of the total library services for the city. Jubilee Library is now the fifth most successful public library in the country.

In addition to these community and central libraries, we have the Equal Access Services Centre based in Coldean Library, which delivers services to residential accommodation and those who are housebound. Brighton History Centre is a joint Libraries and Museums Centre which has brought together the Brighton local history collections from both services. The Centre contains primary and secondary local history resources and is an important access point for people carrying out local and family history research.

Brighton & Hove Libraries provide books, DVDs, CDs, talking books, and toys for loan. We also have newspapers, magazines, maps, pamphlets, photographs, postcards and other ephemera for reference use. We have a unique collection of rare books and special collections of around 45,000 items, which are housed in the recommended environmental conditions in Jubilee Library rare books store. A recently completed Heritage Lottery Funded project has created an online catalogue to these rare and fascinating volumes, which we expect to launch early in 2009.

For those who are unable to visit a local library, or who simply want to access information online, we have 24/7 virtual library provision through our library website. Through the website, you can check the catalogue, reserve and renew items online, and check your account details. We offer free access to a good range of over 300 online reference books and databases, such as *The Times* Digital Archive and other local and regional newspapers, *Which?* magazine, *Oxford Dictionary of National Biography* and other subject reference works such as Grove Music Online.

We also provide access to computer facilities for library members in all our libraries with 185 People's Network computers offering internet access, 31 computers providing access to the library catalogue, and 14 City Direct computers that provide online access to council services. All our People's Network computers are free to use and can be booked in advance for a one hour session.



Brighton & Hove Libraries have excellent services for children, confirmed by the fact that in the 2007 children's public library user survey, we were one of only four authorities in the country to achieve over 90% satisfaction levels. We provide Bookstart packs to babies and toddlers in partnership with the Children's Centres across the city. We run Baby Boogie sessions in many of our libraries and other early years venues to help support children's language and social development. We provide Homework Clubs in 10 of our libraries to support 9 to 16 year olds with their learning, and have a high level of attendance from children with special educational needs. We run reading clubs such as Chatterbooks and the Summer Reading Challenge to encourage children's reading enjoyment and development. Throughout the year, our children's team arrange events and exhibitions to engage children in creative learning activities.

In addition to the core libraries services, Brighton & Hove Libraries offer a range of other facilities, including conference and learning rooms for hire in Jubilee Library, and Hangleton, Patcham and Coldean community libraries. We also have a Booklover store selling book-related goods in Jubilee Library, with smaller retail outlets in some of our community libraries. We provide exhibition space in our central libraries and have had some notable successes such as the *Bridgetown to Brighton* exhibition to mark the bicentenary of the abolition of slavery last year.

We have a number of community libraries in shared buildings, and are looking to develop more integrated service points for community access in the future. Our most integrated library is in Portslade, where we have incorporated a Children's Centre and Micro- Museum exhibits. In addition, we have Patcham Library co-located with a community centre; Mile Oak Library located in a Community College; Rottingdean Library in a shared building with a local museum; Saltdean Library co-located with a community centre and local gym; and Coldean Library, recently built as part of expanded provision of supported housing.

Brighton & Hove Libraries Services are delivered by a diverse team of 180 staff (105 full time equivalent posts), consisting of operational and strategic managers, information professionals, IT experts, learning support helpers, support staff and frontline workers. The expertise and commitment of the Libraries staff are crucial to the successful delivery of the Libraries Plan. Our staff deliver a high standard of service that has been recognised in public surveys, where they have achieved 94% satisfaction levels for helpfulness, with 92% of customers finding their help good or very good.

## 2. Our Vision

### ***‘Libraries at the Heart of our Communities: Broadening Horizons, Improving Lives’***

This simple statement recognises the powerful role that public libraries have in supporting community and personal development that underpins economic activity and enriches people’s lives. Libraries make a difference on an individual level: inspiring people; widening their view of the world and what is achievable; supporting learning, and enabling access to knowledge and information. Libraries also bring people together, providing a focus for community activity and interaction, reducing isolation and supporting social cohesion. Public libraries are at the heart of sustainable communities.

Brighton & Hove City Council has an award winning Libraries Service. Jubilee Library has won 14 awards, which have recognised its excellence ranging from its design, sustainability, and quality of materials, through to its regeneration of the local area, its positive impact on the community, its artwork and the partnership working that led to its success. Since Jubilee Library opened in 2005 we have refurbished Hove Central Library, a much-loved Carnegie building that celebrated its centenary in 2008. Like many libraries and other cultural buildings of the time, Hove Library was built with funding from the philanthropist Andrew Carnegie, and its distinct character has been retained with the sensitive refurbishment completed in 2007.

Our ambition is to build on the success of Jubilee and Hove Libraries, and develop our network of community libraries as hubs for community services. By 2012, we aim to have successful development plans underway for at least three of the community libraries.

Over the next three years, we aim to increase the numbers of people using our services by promoting reading and learning, improving access and making sure our libraries are welcoming, attractive and well equipped. It is our intention that every library user should be able to access a comprehensive range of services and resources. This includes a wide range of books and other media, access to information and resources through IT, support for reading and learning, and tailored services for targeted groups such as those in residential accommodation, special interest groups or particular language needs.

We will develop the unique role of libraries in encouraging reading as a valuable cultural activity that underpins people’s ability to learn, develop and work. We will actively support adults and children to improve their literacy levels as a vital life skill. We will continue to expand our partnership arrangements with other agencies and council departments to ensure that libraries are alive with activity, that library users receive a high quality service that meets their needs, and that Libraries play a full and active role in delivery of the Local Area Agreement.

Brighton & Hove is a culturally unique city. The place and the people who are drawn here have a character and style that helps the city stand out as a cultural centre, and

which underpins its economic prosperity. The Royal Pavilion, the Brighton Festival, the large gay community, the rich literary and social history: these are just some of the many aspects of people and place that give Brighton & Hove its cultural uniqueness. The combination of the city's cultural heritage, its services, facilities and opportunities is central to the city's success. It is our intention to maintain and develop the library aspects of this cultural uniqueness, including the protection and promotion of the rare books that have been collected mainly through the generosity of local benefactors over the last century.

## **2.1 Key Priorities for the Future**

### **2.1.1 Community Libraries Development**

Following on from the success of the Jubilee Library and the refurbishment of Hove Library, the development of our community libraries is now one of our primary objectives. The success of the new community libraries in Patcham (2003) and Coldean (2008) has demonstrated how libraries can help build local communities, and can be a focus for community activity and access to services at a local level. Our priority is to use the community engagement model developed for the new Coldean Library to support the phased redevelopment of three of our community libraries, in partnership with other service providers or organisations.

We also intend to improve the services provided through our whole network of community libraries, offering a range of services in addition to book borrowing, acting as a contact point for other agencies, supporting learning and providing access to information. Our aim is to develop community libraries as local hubs in their communities, and to increase library membership and use. We are seeking to develop partnerships with other service providers inside and outside of the council to expand the use of Libraries as access points for service delivery.

### **2.1.2 Improve Value for Money and Performance**

Libraries were involved in two value-for-money reviews in 2007-08 (see section 6.1.9). The reviews recognised that Library Services deliver good value for money, and identified that Libraries performed well on usage and satisfaction measures. A number of recommendations emerged from the reviews, and these have been included in the Libraries Business plan.

Our priorities are to improve the performance of the community libraries through development of a number of community library sites, and to set clear targets for each individual library to achieve. Other areas for improvement include targeted recovery of outstanding debt, better use of technology, and careful monitoring of current income generating activities.

We will monitor the new Bibliographic Services contract to ensure that we achieve the increased spending power projected by the service providers, so that we can purchase even more books and other library materials every year.

Income generation is essential in order to support the services Libraries deliver, so an important priority is to achieve the income target we have set, and to actively seek additional income from other sources.

A new framework of performance monitoring has been identified, and we have set targets for improvement in performance in these key areas of activity. This includes increasing use and membership of Libraries, increasing the amount of community activity in libraries, and effectively supporting learning, especially children's learning and development.

Effective marketing is vital to reach potential library users and to improve our performance, so we will focus on delivering planned campaigns targeted on specific audiences or to support a specific objective. Our focus for 2008 was the National Year of Reading, and we intend to build on this success to expand our membership and increase our issues. We are working with the Council's Communications team to develop an effective marketing strategy for the coming year.

### **2.1.3 Support Individual and Community Development through Reading and Learning**

The National Year of Reading has focused the spotlight on reading and its critical role in learning and skills development, and one of the legacies will be the development of a City-wide Reading Strategy, which we are developing in partnership with the Children and Young People's Trust. This will support the development of reading and literacy for children and adults across the city. Libraries will focus on the proven success of our existing programmes including: Bookstart, Summer Reading Challenge and Homework Clubs. We will work more closely with schools, nurseries and Children's Centres to support reading development for children and families. We will also develop our Vital Link work supporting adult literacy development through reading for pleasure, which underpins further skills development.

The Libraries Learning Strategy was developed in 2008, and creates the framework for our support to learning for all ages through the provision of Libraries Services and partnership working with learning providers around the city. The strategy identifies a range of partners with whom we already work to support people's learning such as adult learning tutors, local colleges and universities, careers advice agencies, and community based learning projects. We will also develop new relationships, such as with Jobcentre Plus to improve our support to skills for work development.

Books and other library materials regardless of format are the essential bedrock of Libraries services, and are vital tools to support individual and community development. We will continue to purchase new library materials every year to encourage reading and support lifelong learning, in line with our stock development and learning strategies.

#### **2.1.4 Increase Access to Information and Knowledge**

An immediate priority is the successful launch of our new website, and increasing the range and use of the free online reference books and data bases that we can provide. Libraries support learning through free access to information and learning online, and the positive impact of this was evidenced in the E-Plus Survey 2006. We will build on our successful 'Silver Surfers' provision to offer other targeted IT training, and will be extending the range of online information available to library members. These online resources are complimented by our extensive book collections, and we will be developing more targeted collections to support family based learning initiatives.

As a significant percentage of library users (48%) are seeking health information, we will build on the Health Information Partnership with the Primary Care Trust (PCT) and develop the partnership's information and referral arrangements. We will extend the Books on Prescription service that supports people with mild mental health problems, and improve the range and presentation of our health information resources.

Over the next three years, we want to develop other information partnerships to improve our services and enable more effective referral arrangements. We will work with the local Universities to extend access to their collections for local people, and to provide an improved local library service for their students. Another priority for us is to launch the Rare Books catalogue online and to promote the collections and develop an effective funding strategy to support their care and exploitation.

#### **2.1.5 Accessible and Inclusive Services**

In 2008, we have completed a review of our Equal Access Services and a review of our Mobile Library Service. A priority is to implement the improvement plans identified as a result of these reviews in order to expand and increase satisfaction with our home delivery services, and services for people with special needs. The improvement plan will include broadening the range of library materials on offer, in response to consultation.

A council priority is the achievement of the National Equalities Standard, so Libraries have carried out an Equalities Impact Assessment on the Libraries Plan (see section 10.1). We will also carry out further assessments on areas of service where we are implementing significant changes following a review, such as the reviews of our Equal Access Services and Mobile Library.

Libraries will continue to implement our Equalities Action plan to improve equalities in all six of the identified equalities areas (race, disability, gender, sexual orientation, age and faith/belief). Our priority will be to embed equalities in service delivery and development to offer more inclusive services, broaden horizons and promote understanding and respect. To achieve this, we will particularly focus on effective engagement with our diverse communities to

develop local 'ownership' of libraries so everyone may feel it is 'their library' whilst benefiting from access to a wide variety of cultural riches and experience.

An essential part of the Equalities Action plan is the provision of books and other resources that meet the needs of priority groups, and which reflect our diverse communities. We are seeking to increase the numbers of people from priority groups who use libraries and are active members.

Improving opening hours was seen as a priority in recent consultation, and Libraries have made progress with the opening of Jubilee Library seven days a week. We will review Libraries opening hours to identify ways of improving access for local people - for instance, relating opening times to neighbouring facilities, such as schools.

### **2.1.6 Modernise Libraries Services**

We will develop new services as part of an improvement programme. Our priority is to implement some of the innovative facilities of the new libraries management system, Spydus. We will introduce automated payments on our self-service stations, and enable electronic payments online. We will introduce self-service stations into more of our community libraries, and provide Wifi access for the public, starting with Jubilee and Hove Libraries next year. We will be making changes to the layout in Jubilee Library to enable staff to work more flexibly with library users, and so improve customer service. We will be trying out new web technologies to find new ways of reaching our customers, especially young people.

### **2.1.7 Strengthen Libraries Workforce**

In order to achieve our objectives, we recognise the need for effective staff development and training, and have developed a workforce development plan as part of the business plan. This is based on the identification of development and training needs for each of the Libraries teams and for each individual through the personal development process (PDP). In particular, we will be developing our skills in community engagement, marketing, income generation, reader development, stock promotion and supporting community learning. We also recognise the need to develop the skills of our managers following the recent changes in staffing structures and the creation of the new operational teams. Our priority is to improve our practices so that we achieve the Investors in People award in 2009.

## **2.2 Supporting Council Priorities**

### **2.2.1 Council Priority: 'Protect the environment while growing the economy'**

Libraries can enable or enhance local regeneration. For instance, Jubilee Library was the catalyst for the regeneration of the local area, and an initial economic impact study for the development estimated the added value to the local economy as £17-21 million per year. The redevelopment of Coldean Library,

completed in June 2008, provided six extra care flats that are being sold on a shared ownership basis and where the residents will receive care and support from New Larchwood.

***Did you know?***

An estimated 80% of Jubilee Library visitors will combine their visits with other activities such as shopping, eating, events, etc. (ie 700,000 out of 897,000 visits per year)

**2.2.2 Council Priority: 'Reduce inequality by increasing opportunity'**

Library services help increase opportunities through access to information and computer facilities, supporting learning and skills development, and broadening cultural understanding in the community.

**Information and IT:**

- Last year there were over 2 million virtual visits to Brighton & Hove Libraries web services, with an estimated 90% of these seeking information
- We answered nearly 152,000 enquiries in person
- 48% of library computer users have no home internet access, so the library is a vital route to online information and resources
- 20% of library computer users cited job-hunting as reason for use
- Online community information, complemented by the range of surgeries that we hold in our libraries, contributes to community cohesion

Accesses to computer facilities are particularly beneficial for local people. In the 2006 E-Plus survey (computer users survey), some respondents identified the economic benefit brought through access to library computer facilities. The fact that the facilities are free was seen as important to unemployed people and those on low incomes.

*"It has helped me with my self-employed work."*

*"If it were not for these facilities I don't think I could carry out my volunteer work."*

*"I have recently been out of work and it has enabled me to find a job much easier."*

*"I am not able to afford to buy or run a computer with internet connection at home yet it is becoming more and more expected in society and by employers that we are contactable via email and internet. These facilities allow me to do that. I feel connected to the modern world."*

Brighton & Hove computer users survey 2006

### **Cultural understanding:**

Discussing books has a real impact on people's perceptions. Reading groups provide an opportunity to discuss writing from other cultures, and Brighton & Hove runs or supports over 40 groups across the city.

### **2.2.3 'Providing excellent education for all'**

Libraries work with local education providers to provide access to formal and informal learning. In a survey of Brighton & Hove library computer users 2006, work or study was the highest type of use (59%). Some cited the courses available in libraries as their way into computer use and to further learning.

*"My first experience of using a computer was your Silver Surfer introduction course..... I am now doing 4 computer classes a week but it was the Library Staff and the library facilities which got me started. I am grateful for this and it is much appreciated."*

*"Enabled me to access a variety of work to complete with a child excluded from school, saving carrying around lots of resources and paper."*

*"I am a home educator. I teach my son in the library because we have access to all the facilities of the library. A wonderful environment for home educating."*

Brighton & Hove computer users survey 2006

### **2.2.4 'Giving our children the best start in life'**

Library services help children:

- Be healthy – young people can find information in the library that helps them make healthy choices
- Stay safe – the library is a welcoming community space that makes children feel secure
- Enjoy and achieve – joining and using the library helps children stimulate their creativity and imagination. Learning to read and enjoying books and activities provided by libraries is one of the best starts a child can have
- Make a positive contribution – becoming a member of and using the library is one of the first ways a young person can exercise their rights as a citizen
- Achieve economic well-being – libraries provide the study space, materials and staff support that encourage both formal and informal learning

### **Bookstart**

Research shows that Bookstart is making a significant contribution to raising standards, not only in literacy, but across the curriculum. This is crucial, as further research indicates that children who are given a good start and are ahead when they start school maintain the gap between themselves and their fellow pupils as primary education continues.



***Did you know?***

Bookstart children are consistently superior in all elements at pre-school, in reception baseline assessment and in Key Stage 1 SATs

**Pre-school music and rhyme sessions (Baby Boogie)**

In an MLA pilot regional study of generic social outcomes from libraries, 88% of parents and carers felt that participating in rhyme time had improved their children's well-being. Parents and carers said that a benefit of coming to the Rhyme Time sessions is that it 'makes them feel less isolated'.

*"Amelie loves the music and songs. It allows her to mix with other children in a safe environment."* Patcham parent

**Homework clubs (out of school study support)*****Did you know?***

Pupils participating in Study Support activities attained on average three and half grades more across all their GCSE results or one more A\*-C grade, in their best 5 results.

Homework clubs offer stimulating and free professional study support for all young people. Evaluation has shown that pupils who participate in study support do better than would have been expected from baseline measures in academic attainment, attitudes to school and attendance at school. Study support appears to be especially effective for students from minority ethnic communities. Participating pupils also acquired more positive attitudes to learning and better school attendance.

*"My scores have gone up loads in maths since coming."* Zoe

*"I'd just have nothing to do after school if it wasn't for the H-Clubs"* Emily

**2.2.5 'Improve the health of our residents'**

Library services support health and well-being through:

- Access to health information
- Mental health treatment support
- Providing a safe, welcoming and trusted environment

**Health Information**

Brighton & Hove Libraries have developed links with the local health care trust and local universities to develop our health information provision and to provide support that is more cohesive across the city for patients and carers. In a health information survey of Jubilee Library users carried out by the University of Brighton in 2006, respondents regard the library as a highly trusted as a source of health information, second only to GPs and ranked above 'other health care professionals' and pharmacists.

***Did you know?***

48% of public library users access health-related materials, and 97% found this information useful

(PwC/ Laser Foundation Research 2005)

*"[A website] tells you what books you can look at. But the books, I don't know if most health books are like it, but they're about 15 pounds and I just couldn't afford that. ... So, I looked online on the library catalogue and ordered some books from there. They've just been really helpful. That was my first thing."*

(University of Brighton Health Information Survey 2006)

**Books on Prescription**

Books on Prescription is a project being delivered in partnership with Sussex Partnership NHS Trust. Participating GPs prescribe books on mental health issues to patients with mild mental health problems, and these books are available from the public library. In the survey of GPs involved in the pilot project, 73% described the scheme as either 'helpful' or 'very helpful' in the first year evaluation.

**2.2.6 *'Working together to target the most vulnerable'***

Libraries work with other agencies to support the most vulnerable in our communities. We provide home delivery services to people who are in residential accommodation or who are housebound in their own homes. We have delivered community safety and protective behaviours development for children as part of our Homework Club service.

By working in partnership with others, libraries can be an important route into other services, for instance through the co-location of Portslade Children's Centre and Library, working with community learning providers, local health service workers, and advice agencies.

**2.2.7 Council priority: 'Open and effective leadership'*****'Creating an inclusive city'***

Libraries are at the heart of our communities. Our libraries celebrate local identity and sense of place, and provide safe and trusted public spaces. Libraries promote vibrant local communities, and help break down barriers through reading and information about different cultures. Libraries empower and engage people from all backgrounds, and help foster cohesive communities.

The library space is an open forum for discussing shared values and what it means to be part of a new or established community. Activities within libraries encourage all kinds of people to meet and interact - delivering a wide range of regular activities, meetings and special events.

***'Keeping residents informed and engaged'***

Libraries enable people to have a say in how their community is run, supporting democracy and citizenship. They provide a community-owned space for discussion and feedback, meetings, Councillors' and MPs' surgeries and local and regional consultations.

### **3. Statutory Framework**

This section outlines the legislative and statutory framework within which libraries operate.

The Public Libraries and Museums Act 1964 is the statutory basis for the public library service, placing a duty on the authority to provide a comprehensive and efficient service. The Public Library Service Standards were introduced as a way of defining what a 'comprehensive and efficient' service should deliver. These have now been replaced by the National Indicator N.I. 9 which measures the percentage of local residents who have used public library services. This National Indicator replaces the Best Value Performance Indicators (BVPIs) and Public Library Service Standards (PLSS) against which libraries were previously scored. It is one of 198 new National Indicators that underpin the new performance framework, the Comprehensive Area Assessment that will be implemented from 2009.

The government's strategic plan for public libraries is the Framework for the Future. This strategy helps libraries to build on existing strengths and ensure they position themselves at the heart of the communities they serve. It identifies that public libraries are a valuable infrastructure, which have the potential to help local councils deliver their corporate agenda. Framework for the Future clarifies key priorities and provides a focus for future work across the sector. It aims to help authorities to prioritise and plan services to meet the needs of citizens, adapted to best suit local circumstance.

The Museums, Libraries and Archives Council (MLA) have just launched an action plan to support a vision for public libraries in England, in which physical and on-line services are improved and extended for all people and for communities, wherever they are. The various actions will be implemented through engagement with library authorities, local and national government, regional development agencies and with library staff and other professionals.

## **4. Policy Context**

### **4.1 2020 Community Strategy**

Brighton & Hove's sustainable community strategy sets out the vision and plans of the agencies, organisations and communities who work together through the 2020 Community Partnership to improve the quality of life in this city. Libraries

Business Plan has been developed in line with the priorities identified by the Partnership, in particular:

- Promoting enterprise and learning
- Improving health and well-being
- Strengthening communities and involving people

The ways Libraries support these priorities can be seen in our support to the corporate priorities (section 2.2) and the corporate plan (section 4.3).

## **4.2 Local Area Agreement (LAA)**

A local indicator has been agreed: **L21 Community engagement in Local Libraries**. Performance will be measured against nationally benchmarked public libraries performance indicators:

- Use of libraries – visits (physical and virtual) issues, ICT use
- Satisfaction levels - children and adults through PLUS surveys
- Engagement in Library run activities
- New members
- New acquisitions

Our target is to show year on year improvement, with the goal of achieving performance in top quartile of national performance levels, where this benchmarking information is available.

In addition, we will measure performance against objectives identified in the corporate plan, currently these include:

- Develop community libraries as local hubs for delivery of local community services
- Support children's learning – measure through:
  - Take up of Bookstart packs
  - Participation in Summer Reading Challenge
  - Participation in Homework Clubs
- Provide better health information and support in libraries

## **4.3 Corporate Plan**

The Corporate Plan identifies the key council commitments for the next three years, under the Council Priority headings. Libraries are actively supporting the delivery of the plan and have some specific and significant objectives to achieve:

### **Priority: Protect the Environment while Growing the Economy**

***Excellent cultural opportunities for all:*** The city's cultural offer is central to our economic and regeneration agendas. We want all people in the city to take part in the cultural activities it offers. Participating in cultural or sporting activity improves people's physical and mental health, and enables people to share in the life of the city. Understanding and appreciation of culture exists in the written

word, and access to literature and knowledge through our public libraries helps broaden people's awareness of their own and other cultures.

Libraries have core objectives to achieve in this part of the corporate plan, and will play a central role in the achievement of the other cultural service objectives:

- Regenerate at least three community libraries enabling them to act as hubs for community services
- Work through museums and local libraries to support early years learning
- Increase and diversify participation in cultural and sporting activities
- Develop an inspiring programme of activities leading up to the 2012 London Olympics

### **Priority: Better Use of Public Money**

The review of Cultural Services 2008 and the audit of Libraries Services 2007 both recognised that Libraries deliver good value for money and perform well in terms of usage and satisfaction levels. The reviews also identified some areas for further improvement and some of the recommendations have been included in the new Libraries Plan. The commitment to regenerate our community libraries that appears in the Corporate Plan is a key transformational project that has emerged from these reviews. Libraries Services have been used as a case study to show how the council has improved against the Audit Commission's use of resources measure.

### **Priority: Reduce Inequality by Increasing Opportunity**

***Giving our children the best start in life:*** The Corporate Plan includes two objectives where Libraries have a direct involvement:

- Deliver a range of positive activities for young people
- Improve young people's reading levels by implementing a city-wide reading strategy

Libraries are a lead partner in the development of the city-wide reading strategy, which aims to improve young people's reading especially at key stage three, and which will support identified target groups, such as looked after children. The strategy will also encompass developing adult reading, especially building on the Vital Link programme, which recognises that reading for pleasure is the basis on which to build adult literacy skills.

***Providing excellent education for all:*** The Corporate Plan includes a specific objective for public libraries contribution to lifelong learning:

- Increase public access to excellent online information and learning in public libraries

Our target is to make public ICT in Libraries more available and more popular. The positive impact of our free ICT provision has been evidenced in the E-Plus survey in 2007 (see section 6.1).

***Improve the health of our residents:*** The role of public libraries in providing health information has been recognised in the Corporate Plan with a specific objective:

- Provide better health information in our libraries and expand the Books on Prescription scheme

Libraries are part of a local Health Information Partnership and have worked with the University of Brighton on research into health information provision in public libraries. Our pilot Books on Prescription scheme is being expanded this year to cover more GP surgeries in other areas of the city.

#### **4.4 Brighton & Hove Cultural Strategy 2008 - 2018**

A new Cultural Services Strategy has been developed that recognises the importance of culture in Brighton & Hove, and the aspirations of people who live and work in, or visit, the city. It reflects on the unique profile, strengths and qualities of the city, and sets out a direction for the future of the city's culture. The strategy identifies priorities for growth and improvement in services and activities through cooperation and partnership, and sets out a framework for guiding decision-making and interaction with other public, private and community partners. The role of Libraries, together with other Cultural Services in providing services and community support is acknowledged and identified in an action plan for the development of culture in the city over the next 10 years.

#### **4.5 Directorate Business Plan**

The Cultural Services Directorate objectives are to:

- To work with partners to deliver sustainable economic regeneration including business success and attractive tourism growth
- Develop and continue investment in a culturally vibrant city
- To deliver key infrastructure projects for the Authority
- Widen participation and improve access to services through community engagement
- Continuously improve service delivery and performance and develop inclusive services

Libraries actively support all of these objectives, and in particular have key actions to widen participation and improve access, and to modernise and improve service delivery and performance. The links between the Libraries Plan and the Directorate Plan are indicated in the detailed business plan in section 7.

#### **4.6 Children and Young People's Plan**

The Children and Young People's Plan (CYPP) is a single, strategic overarching plan for all local services for children and young people aged up to 19 years. The CYPP defines clear priorities for services, identifying the actions and activities needed to achieve them and to ensure delivery. These priorities aim to secure improvements in outcomes for all children and young people in Brighton & Hove built around the Government's five Every Child Matters outcomes to ensure that every child, whatever their background or their circumstances, have the support they need to be healthy; stay safe; enjoy and achieve; make a positive contribution and achieve economic well-being.

Brighton & Hove Libraries have developed a number of initiatives in response to the Every Child Matters agenda, including Bookstart, Book Ahead, Summer Reading Challenge, Chatterbooks and Homework Clubs.

#### **4.7 New Regional Framework for Culture**

Following the Hodge review into cultural agencies in the regions, there is a new responsibility on the four main cultural agencies, Museums, Libraries and Archives, English Heritage, Sport England, and the Arts Council to work together to deliver a core set of shared priorities across the culture and sport agenda, and to improve links to local government. Brighton & Hove Libraries are working closely with other authorities to ensure that we are able to influence and engage in the emerging new cultural framework for the regions.

### **5. Working Effectively with Partners**

The library service is very active in partnership work with a variety of organisations across the city. Most of this partnership working is informal and operates through regular and close liaison work. Some partner relationships have evolved around funding stream opportunities in community-based learning. Others have arisen as a result of the Libraries Service's successful engagement with partners through the Private Finance Initiatives for Jubilee Library and Patcham Library. Below is a summary of Libraries current partnership working.

| <b>LIST OF PARTNERS</b>   | <b>NATURE OF LIBRARIES PARTNERSHIP WORKING</b>  |
|---|---|
| Other Divisions within Cultural Services<br>e.g. – Museum, Arts and Creative Industries | Close work with the Museum service on audience development and marketing projects<br>e.g. 'The Word.'<br>Identity and website development.<br>Liaison with Arts and Creative Industries on exhibitions and events |
| Other services within the Council<br>e.g. – Children and Young                          | Work with a variety of schools including class and staff visits, Homework Clubs, instrument loans service.  |

| <b>LIST OF PARTNERS</b>   | <b>NATURE OF LIBRARIES PARTNERSHIP WORKING</b>  |
|---|---|
| People's Trust (CYPT)<br>- Sure Start/ Early Years Development Childcare Partnership  | The library service delivers the Bookstart Plus scheme in early years settings as part of the Sure Start initiative. An SLA is in place.  |
| Wide range of pre-school groups   | Delivery of a number of pre-school groups in local libraries through EYDCP and Lottery funding including story-time, music and rhyme sessions ('Baby Boogie')   |
| Play Service  | Collaboration over activities linked to use of Play Bus to meet common objectives   |
| Community Arts  | Range of landmark exhibition and events programmes at Jubilee Library such as the 'Rice Pavilion' and 'Bridgetown to Brighton' in partnership with community organisations and individuals and Arts Council   |
| Children's Festival   | Jubilee Library used as venue for creative Art project following on the success of other partnership initiatives such as 'Art for Babies' and 'Same Difference'   |
| Brighton and Hove Learning Partnership  | Member of the Learning Partnership network  |
| Community Learning Providers including e.g. City College Brighton and Hove, Friends Centre, Workers Educational Association (WEA) | Low cost facilities are provided to community learning providers at a number of libraries offering a range of courses including Basic Skills, EFL, ESOL and ICT skills  |
| Sussex Careers Service  | Regular liaison work  |
| Connexions  | Regular liaison work and promotion of each other's services.  |
| Deans Extended Schools Partnership  | 50% funded homework clubs in Woodingdean and Saltdean 2006/2007   |
| Whitehawk after School Project (WASP)   | Delivering holiday activities for children at Whitehawk Library and Whitehawk Youth Centre  |
| Coldean Community Organisations   | Working with range of groups including Coldean Residents Association and Trust for Developing Communities on Library Steering Group to develop proactive services to families and young people- a particular focus to be youth-led space, facilities and activities with excellent ict provision to help meet the needs of the Neighbourhood Action Plan to provide young people with their own positive space. |
| Other local community associations, e.g. Hangleton Community Association  | Certain community associations have delivered basic skills courses in local library facilities as part of time-limited regeneration schemes.  |
| Universities of Brighton and  | This is an area of growing partnership working in   |



| <b>LIST OF PARTNERS</b>   | <b>NATURE OF LIBRARIES PARTNERSHIP WORKING</b>   |
|---|--|
| Sussex  | terms of the future potential to share facilities and research into the library service's role in providing health information.  |
| Bookstart- National Book Trust  | Funding through the National Book Trust has led to a partner arrangement with Carden Primary School to help store materials.   |
| Private Sector Developers – Land Securities Trillium (Jubilee Library PFI)/ Jarvis (Patcham Library PFI)                                    | Libraries have successfully been involved in two PFI projects. One to build the new Jubilee Library and the other to build Patcham library. This partnership working has led to developer contributions to 'The Word' audience development project.  |
| Hanover Housing partnership   | Built new Coldean Library opened in June 2008, with extra care flats as extension to New Larchwood project.  |
| Private Companies – AMEX, L&G, Seeboard, Bodyshop etc   | There have been a number of successful instances of the library attracting private sector funds for Homework Clubs and 'The Word.'   |
| 'Vital Link'- national literacy/basic skills initiative   | Promotion of this national initiative  |
| 'Share the Vision'- improving access to libraries for visually impaired people  | Promotion of this national initiative  |
| BBC Learning  | Promotion of the RAW national initiative<br>Promotion of the Breathing Places national initiative  |
| Sussex Partnership NHS Trust, Books on Prescription.  | Delivered via local GPs and Libraries with patients with mild to moderate mental health problems being prescribed specific self help titles from a set list of books available from the library  |
| Interreg European funded Cultural Mix programme   | Following the successful Interreg III 2 year project in partnership with the Conseil General de la Somme in 2003/04. A new partnership is being developed with Amiens City Library which delivered a micro-project in June 2008 to be followed by a major Interreg IV bid with potential four way partnership including Amiens, Somme and East Sussex Libraries in 2009. |
| Webslink: East and West Sussex and Surrey Libraries   | Active linkage to other libraries in Sussex and Surrey re: stock sharing and shared resources.   |
| SELMS: Milton Keynes, Buckinghamshire, West Berkshire, Wokingham, Windsor and Maidenhead, Hammersmith and Fulham, Kent and Medway Libraries | Consortium developing, implementing, managing and monitoring new Library Management System.  |

## **6. Research and Consultation**

### **6.1 Recent Research and Consultation**

**6.1.1** Preparation for the new Libraries Plan has included a review of the results of recent research, consultation and audit of Libraries Services. Regular and detailed research and consultation has been carried out in a range of ways including:

- Chartered Institute of Public Finance and Accountancy (CIPFA) national satisfaction surveys – the most recent being the adult users' and E-plus surveys 2006, and children's survey 2007
- Cityviews Survey 2007
- Home delivery survey 2008
- Equal access services review 2008
- Mobile Library Service Review 2008
- Libraries value for money audit 2007
- Cultural Services value for money review 2008
- Analysis of community surveys that include the views of non-users
- Focus group research with some priority communities – including young people, visually impaired people, and black and minority ethnic groups (2004-07)
- Community profiles giving detailed demographic information (latest version 2006)
- Libraries profiles and performance information 2008
- Customer comments and complaints (reviewed quarterly)

#### **Summary of mains results of recent findings:**

### **6.1.2 CIPFA Adult Library User's Survey 2006**

Overall satisfaction with Libraries has gone up by 4.4% to 88%; satisfaction with opening hours has increased by 11.5%, and there were equally good increases in satisfaction with libraries environment. There was a small drop of 1.6% in satisfaction with stock, and 9.5% of comments expressed concern over stock provision, the largest single area of concern. However, only around 50% of people came to the library intending to borrow books, with over 30% coming to find information.

### **6.1.3 CIPFA E-Plus – Library Computer User's Survey 2006**

The overall message from the survey is very positive, showing that free access to high quality computer services in libraries brings wide ranging benefits, covering social, economic, and educational and communication outcomes. A strong

message from current users is that they want more computers in libraries across the board and to be able to spend more time on them.

48% of users had no home internet access, but in addition, there were some comments from people who liked to use the library's facilities, as they are faster and more up-to-date. 92% of respondents rated the computer facilities as good or very good, and there was high satisfaction with staff helpfulness (98%) and staff knowledge (93%).

Work or study was the highest type of use (59%) with job-hunting specifically cited by 20% of people. The economic benefit brought through access to library computer facilities was identified by some respondents. The fact that the facilities are free was seen as important to unemployed people and those on low incomes, and access to the discounts available online was also mentioned

#### **6.1.4 CIPFA Children's Library User's Survey 2007**

There was a large and significant improvement in levels of satisfaction, with 90% of respondents rating the library as good, a very welcome 13% increase on 2004. This is a major achievement as we are one of only four library authorities that have achieved a score of 90% or higher.

The main reasons given for coming to the library were to borrow things (79%), reading (43%) and to look around (40%). Using the computers (22%) and playing with toys (21%) were also popular activities. Activity programmes, general facilities, socialising, and networking were also cited. This demonstrates the wide-ranging value of libraries to children, their families and carers.

Libraries welcoming environment elicited very positive responses with between 94% to 99% citing the library as friendly, safe, somewhere they wanted to be, easy to get to and with lots of things of interest. There was a slightly lower score around the library being open when people wanted to use it (83%) reflecting similar concerns about opening hours that came out of the adults PLUS survey in 2006. The survey results also reflected the high use of our services by younger children, and the need to improve our appeal to older children and young people.

#### **6.1.5 Cityviews Survey 2007**

The survey showed a significant improvement of 10% in satisfaction with libraries services since 2006, and a significant 27% increase in satisfaction since the survey in 2003.

#### **6.1.6 Home Delivery Survey 2008**

This survey revealed that people in residential accommodation receiving this service highly rated staff knowledge and service reliability. However, choice of materials was only rated as very good by 63.4% of respondents, emphasising the need to improve the scope, range and delivery strategies of the service. A primary need identified was to improve variety and breadth of provision with a

better balance between books in standard and large print as well as more audio-visual provision. Information gleaned from this survey complemented and fed into the Equal Access Service (EAS) Review 2008.

#### **6.1.7 Equal Access Service (EAS) Review 2008**

The review revealed that our equal access services are limited in their range and scope, and the need to identify what people in receipt of the service really want. The review recommended that we expand the remit of the service, broaden the range and type of stock and promote the service more effectively. We also need to revise our approach to the provision of talking books, as the present system is a confused mix of RNIB (Royal National Institute for the Blind) subscriptions, EAS provision, and small collections in our static libraries. We have followed up this review with further research into the library needs of people in residential homes.

#### **6.1.8 Mobile Library Service Review 2008**

The review has revealed a mixture of well-used and underused stops, and has recommended that changes are made to make better use of the vehicle. The main recommendation is to coordinate the Mobile Library service with the Equal Access Service to deliver more effective libraries services to people in residential or nursing accommodation, and those who find it difficult to use one of the static libraries. The review also recommends further use of the Mobile Library for promotional activities in a targeted way. The review recommended development of an improvement plan for both the Mobile Library Service and the Equal Access Service together, to make best use of these resources, and in response to customer needs.

#### **6.1.9 Value for Money Reviews 2007/2008**

A value for money review of Cultural Services completed in January 2008 recognised that Library Services deliver good value for money, and identified that Libraries performed well on usage and satisfaction measures. The report cited the opening Jubilee Library through a PFI project as an example of how Libraries have already improved value for money by reducing unit costs and increasing library use and user satisfaction.

An internal audit report on Value for Money in Libraries Services 2007 took into account both costs and outcomes of the service and concluded that it was low cost with many areas of good performance. The audit also identified some areas for improvement to meet established performance targets and customer expectations.

Recommendations from the reviews that are included in the Libraries Plan are:

- Redevelop three of our community libraries as local hubs
- Review the mobile library service
- Improve debt recovery
- Business process review of key libraries processes

- Set targets for individual libraries
- Monitor income strategies especially related to audio-visual hire

## **6.2 Future Research and Consultation**

Consultation and research planned for the coming three years include:

- CIPFA E-Plus Survey – October 2008.
- Place Survey 2008
- CIPFA Adult Public Library Users Survey – October 2009
- Comprehensive Area Assessment 2009
- Consultation with local communities around the possible redevelopment of their local library 2009-2011
- CIPFA Children's Library User Survey – October 2011

## **7. Achievements for 2007-08**

A full report on our performance against the Libraries Plan 2007 was taken to the Cabinet Members Meeting on 10 June 2008.

Through the Libraries Plan, the Library Service has set out to achieve the recommendations made in the last Audit Commission Inspection Report. The recommendations focused on two areas: widening participation and value for money. Examples of how these recommendations have been achieved include:

### **7.1 Widening access and participation**

- Increase in opening hours at Jubilee Library to include Sunday opening means that the central library is now open seven days a week
- Development of services and resources for priority groups eg BME (Black and Minority Ethnic) communities, particularly in collections at Jubilee Library
- Improvements in access for people with disabilities to increase level of compliance against DDA (Disability Discrimination Act), including installation of lift at Hangleton Library, and improvements in public stairs in Jubilee Library

### **7.2 Value for money**

- Market testing of Bibliographic Services contract has produced significant improvements which should increase the buying power of Libraries by an estimated £130,000 per annum
- Reduction in subscriptions has enabled an increase in spending on fiction by £30,000 per annum

- Completion of two value for money reviews affecting libraries, with clear recommendations for improvements that will be included in the new Libraries Plan 2009-2011

### **7.3 Improvement against Standards and Performance Indicators**

The Plan included measures to improve Libraries performance against standards and performance indicators, and there has been significant improvement in this area:

- Improvement of 10% in satisfaction with libraries services (BV119B) in Cityviews 2007, the general satisfaction survey in Brighton & Hove, and a 27% increase in satisfaction since the survey in 2003
- Improvement of 4.4% in adult public library users satisfaction levels
- Improvement of 13% in satisfaction levels of child public library user satisfaction levels
- Our children's services were one of only four library authorities in the country to achieve over 90% satisfaction levels from children and young people who use the library service

Highlights of progress under each of the four strategic aims include:

### **7.4 Aim 1: Promote reading and informal learning for people of all ages**

- Launch of the new joint library and children's centre in Portslade Library in April 2008. The development will enable Libraries and Children's Services to deliver more effective services to local children and their families from one easily accessible location. The library has also incorporated new Micro museum exhibits that are integrated into the book collections, and which include a touch screen local history interactive display.
- Wide range of events and activities to promote reading and learning have been provided, including regular careers and Open University advice sessions, Silver Surfer IT training sessions, and a programme of adult and family learning activities.
- Focus for 2008 was around the National Year of Reading, a national campaign to increase literacy and reading levels, and to increase library membership and borrowing levels.

### **7.5 Aim 2: Provide a focus for the local community**

- Development of a new community library and integrated Equal Access Services Centre at Coldean opened in June 2008.
- Local people have been successfully engaged in the plans for the new library at Coldean, through proactive consultation and partnership building in the local community.
- Although our bid to the Big Lottery bid for Community Libraries was unsuccessful, the process has kick-started our community engagement work, and the research carried out will contribute to the development of the

Community Libraries strategy this year. Feasibility studies are being prepared to look at the opportunities for major improvement of a number of community libraries identified in recent reviews.

#### **7.6 Aim 3: Provide access to information, learning and leisure through IT**

- A new Library Management System and online catalogue has been successfully implemented as part of SELMS (South East Library Management System) consortium of library authorities in the South East region.
- Work on the redevelopment of our websites has been delayed, but progress with the development of our e-services is included in the new Libraries Plan 2009-2011

#### **7.7 Aim 4: Build the capacity of libraries to deliver high quality services**

- The marketing of Libraries has been improved with the development of a clear and identifiable libraries' identity, together with a focus on the National Year of Reading campaign and the Hove Library Centenary.
- New fees and charges have been agreed that will enable Libraries services to invest some of the increased income on supporting valued children's services.
- Successfully achieved grant funding for the children's Micro-project that will form the basis for the submission of a more ambitious Interreg IV European funding application later this year.

## 8. Libraries Service – Action Plan 2009-12

|                     |                                    |
|---------------------|------------------------------------|
| Directorate Name    | Cultural Services                  |
| Divisional Name     | Libraries and Information Services |
| Responsible Manager | Sally McMahon                      |

| Corporate Priorities |   | Directorate Objectives |   |
|----------------------|---|------------------------|---|
| 1                    | Protect the environment while growing the economy | 1                      | To work with partners to deliver sustainable economic regeneration including business success and attractive tourism growth |
| 2                    | Better use of public money                        | 2                      | Develop and continue investment in a culturally vibrant city  |
| 3                    | Reduced inequality by increasing opportunity      | 3                      | To deliver key infrastructure projects for the Authority  |
| 4                    | Fair enforcement of the law                       | 4                      | Widen participation and improve access to services through community engagement   |
| 5                    | Open and effective city leadership                | 5                      | Continuously improve service delivery and performance and develop inclusive services  |



| <b>Service Objective 1: Develop community libraries as hubs in the community</b> |   |   |            |                               |                       |                       |
|--|---|---|------------|-------------------------------|-----------------------|-----------------------|
| No.  | Key Actions   | Outcome   | Date       | Funding Source                | Performance Indicator | Directorate Objective |
| 1.1  | Complete feasibility studies and options appraisals for the development of three community libraries  | Feasibility studies and options appraisals completed on time            | Mar 09     | Revenue – transformation fund | Council plan          | 4                     |
| 1.2  | Develop business plans with identified key partners   | Business plans developed and funding identified                         |            |                               | Council plan          | 4                     |
| 1.3  | Implement phased development plans  | Regeneration plans for three libraries underway                         | 2012       | External funding              | Council plan          | 4                     |
| 1.4  | Develop community use of all our libraries  | Achieve individual library targets especially around membership and use | Every year | Revenue budget                | LAA                   | 4                     |
| 1.5  | Develop partnerships with other service providers inside and outside of the council to expand the use of Libraries as access points for service delivery. | Increased use of Libraries as access points for other services          | 2010       | Revenue budget                | LAA                   | 4                     |

| <b>Service Objective 2: Improve value for money and performance</b> |   |  |            |                 |                       |                       |
|---|---|--|------------|-----------------|-----------------------|-----------------------|
| No.   | Key Actions   | Outcome  | Date       | Funding Source  | Performance Indicator | Directorate Objective |
| 2.1   | Improve and develop revenue income services (AV hire, functions and retail)                     | Achieve income targets                           | Every year | Revenue budget  | Revenue targets       | 5                     |
| 2.2   | Attract external funding to support projects eg grant funding, sponsorship, etc                 | Achieve increase in external funding             | 2010       | External income | none                  | 5                     |
| 2.3   | Focus on library activities and services that will deliver improved performance against targets | Achieve LAA targets                              | Every year | Revenue budget  | LAA                   | 5                     |
| 2.4   | Monitor bibliographic services contract   | Achieve increased buying power of bookfund spend | Every year | Revenue budget  | LAA                   | 5                     |

|     |   |  |      |  |              |   |   |
|-----|---|--|------|--|--------------|---|---|
| 2.5 | Implement marketing strategy and targeted campaigns, eg regular membership recruitment drives | Attract new members and increase library use | 2010 | Revenue budget                         | LAA          | 2 | 5 |
| 2.6 | Implement VFM action plan for Libraries   | Improve value for money assessment           | 2012 | Revenue budget and external investment | Council plan | 2 | 5 |

**Service Objective 3: Support individual and community development through reading and learning**

| No. | Key Actions  | Outcome   | Date       | Funding Source                                      | Performance Indicator | Council Priority | Directorate Objective |
|-----|--|---|------------|---|-----------------------|------------------|-----------------------|
| 3.1 | Develop and implement a city-wide reading strategy in partnership with CYPT and others                           | Improved reading levels to achieve specific targets for children and adults | 2010       | Revenue budget of partners                          | Corporate plan        | 3                | 4                     |
| 3.2 | Deliver positive activities for young people, in partnership with others e.g. Brighton Institute of Modern Music | Increased library use by young people                                       | Every year | Revenue budget, & possibly external project funding | LAA                   | 3                | 4                     |
| 3.3 | Support early years learning through projects and activities eg Bookstart  | Increased use of libraries by under 5s and their families                   | Every year | Revenue budget, & external project funding          | LAA                   | 1,3              | 4                     |
| 3.4 | Deliver the Libraries Learning Strategy and seek funding from Learning and Skills Council                        | Increase use of Libraries for learning                                      | 2012       | Revenue budget, & possibly external project funding | none                  | 3                | 4                     |
| 3.5 | Continually improve library stock  | Increase use and satisfaction levels  | Every year | Revenue budget                                      | LAA                   | 3                | 4                     |

**Service Objective 4: Enable access to information and knowledge**

| No. | Key Actions  | Outcome   | Date | Funding Source | Performance Indicator | Council Priority | Directorate Objective |
|-----|--|---|------|----------------|-----------------------|------------------|-----------------------|
| 4.1 | Improve and promote range of online resources available to library members | Increase use of online resources                  | 2009 | Revenue budget | LAA                   | 3                | 4                     |
| 4.2 | Work with PCT to improve health information partnership provision          | Increased satisfaction with health information in | 2010 | Revenue budget | Corporate plan        | 3                | 4                     |

|     |  | libraries   |      |                                |                |   |  |   |
|-----|--|---|------|--------------------------------|----------------|---|--|---|
| 4.3 | Expand and improve Books on Prescription | Positive impact on patients health                        | 2010 | Revenue budget                 | Corporate plan | 3 |  | 4 |
| 4.4 | Improve access to and care of rare books | Achieve designated collection status                      | 2010 | External funding / sponsorship | None           | 2 |  | 4 |
| 4.5 | Develop partnerships with universities   | Extended access to collections for residents and students | 2011 | Revenue budget                 | None           | 3 |  | 4 |

### Service Objective 5: Deliver accessible and inclusive services

| No. | Key Actions   | Outcome  | Date       | Funding Source                     | Performance Indicator | Council Priority | Directorate Objective |
|-----|---|--|------------|------------------------------------|-----------------------|------------------|-----------------------|
| 5.1 | Improve Equal Access Services – expand remit, broaden range and promote service | Increased satisfaction with equal access services              | 2010       | Revenue budget                     | Local                 | 3                | 4,5                   |
| 5.2 | Improve access by implementing changes following Mobile Library review          | Increased use and satisfaction with service                    | 2011       | Revenue budget                     | None                  | 3                | 4,5                   |
| 5.3 | Implement Equalities Action Plan  | Increased use and satisfaction with services in targeted areas | Every year | Revenue budget                     | Corporate plan        | 3                | 4,5                   |
| 5.4 | Set targets for increasing membership amongst council priority targeted groups  | Achieve targets set  | 1 grp p.a. | Revenue budget and project funding | None                  | 3                | 4,5                   |
| 5.5 | Implement community engagement model to involve more people in libraries        | Increase use and satisfaction with individual libraries        | Every year | Revenue budget                     | None                  | 1,3              | 4,5                   |
| 5.6 | Review libraries opening hours in relation to local community needs             | Improve accessibility of libraries                             | 2012       | Revenue budget                     | None                  | 3                | 4,5                   |

### Service Objective 6: Modernise library services

| No. | Key Actions | Outcome | Date | Funding Source | Performance | Council Priority | Directorate Objective |
|-----|-------------|---------|------|----------------|-------------|------------------|-----------------------|
|     |             |         |      |                |             |                  |                       |

|     |  |   |         |                           |      | e Indicator |   |
|-----|--|---|---------|---------------------------|------|-------------|---|
| 6.1 | Develop new website and implement new online services                              | Increase virtual visits                                 | 2009    | Revenue and spend to save | LAA  | 3           | 5 |
| 6.2 | Introduce self-service into more libraries linked to community library development | Increased use of self-service                           | 1 p.a.  | Linked to developments    | None | 1           | 5 |
| 6.3 | Introduce WiFi into all libraries  | 2 libraries per year                                    | 2 p.a.  | Revenue budget            | None | 3           | 5 |
| 6.4 | Introduce electronic and automated payments facilities                             | Improved management of library accounts for members     | 2010/11 | Revenue and spend to save | None | Org health  | 5 |
| 6.5 | SELMS consortium working   | Direct access to libraries stock in partner authorities | 2010    | Revenue budget            | None | 3           | 4 |
| 6.6 | Introduce new technologies and new ways of working e.g. new bookings system        | Improved use of resources                               | 2011    | Revenue and spend to save | None | Org. health | 5 |

| <b>Service Objective 7: Strengthen the library workforce</b> |  |  |          |                |                       |                  |                       |
|--|--|--|----------|----------------|-----------------------|------------------|-----------------------|
| No.  | Key Actions  | Outcome  | Date     | Funding Source | Performance Indicator | Council Priority | Directorate Objective |
| 7.1  | Improve staff management and development procedures            | Achieve Investors in People award                    | 2009     | Revenue budget | None                  | Org. health      | 5                     |
| 7.2  | Implement the workforce development plan                       | Staff skill levels improved to meet needs of the job | On-going | Revenue budget | None                  | Org. health      | 5                     |
| 7.3  | Develop marketing and income generation skills of staff        | Staff skills and confidence in these areas improved  | On-going | Revenue budget | None                  | Org. health      | 5                     |
| 7.4  | Enhance stock promotion and reader development skills of staff | Front line training delivered                        | On-going | Revenue budget | None                  | Org. health      | 5                     |
| 7.5  | Develop management skills of library managers at all levels    | Management and leadership performance improved       | On-going | Revenue budget | None                  | Org. health      | 5                     |
| 7.6  | Implement information skills training for frontline staff      | Reference and IT skills improved                     | On-going | Revenue budget | None                  | Org. health      | 5                     |

|     |   |  |          |                |      |             |   |
|-----|---|--|----------|----------------|------|-------------|---|
| 7.7 | Deliver equalities and diversity awareness training | Improved awareness and performance around 6 equalities strands | On-going | Revenue budget | None | Org. health | 5 |
| 7.8 | Develop community engagement skills of key staff    | Increased community engagement activity                        | On-going | Revenue budget | None | Org. health | 5 |

## 9. Local Area Agreement Performance Indicator: L21 Community engagement in Libraries







| Measure   | Milestones  |
|---|---|
| Develop community libraries as local hubs for delivery of local community services                      | <ul style="list-style-type: none"> <li>Complete feasibility studies and options appraisals by April 2009</li> <li>Achieve improvements in three community libraries by 2012</li> </ul>  |
| Increase the number of people participating in library run activities                                   | Achieve target of 34,500 people taking part in activities in libraries for 2008-09  |
| Support children's learning   | <ul style="list-style-type: none"> <li>Improve take up of Bookstart packs for those aged 1-2 years olds for 2008-09</li> <li>Increase the percentage of children completing the Summer Reading Challenge to 40% for 2008</li> <li>Increase the numbers of children attending Homework Clubs by 5% in 2008-09</li> </ul> |
| Increase use of public libraries  | <ul style="list-style-type: none"> <li>Achieve 1.8 million visits in 2008-09</li> <li>Achieve 1.44 million issues in 2008-09</li> <li>Achieve 20,000 new members in 2008-09</li> </ul>  |
| Increase the number new library members added   | <ul style="list-style-type: none"> <li>Purchase 47,500 new items for stock in 2008-09</li> </ul>  |
| Increase the range and number of new items added to Libraries stock                                     | <ul style="list-style-type: none"> <li>Increase the percentage of take up of available ICT time in libraries to 46%</li> <li>Achieve 2.08 million virtual visits (website hits) in 2008-09</li> </ul>   |
| Improve access to information and learning through the provision of free ICT access in public libraries | <ul style="list-style-type: none"> <li>Expand the Books on Prescription scheme by March 2009</li> </ul>   |
| Provide better health information and support in libraries  | <ul style="list-style-type: none"> <li>Achieve 92% satisfaction rate with computer facilities in the E-Plus CIPFA Survey in October 2008</li> </ul>   |
| Improve satisfaction with libraries services  |   |

- Achieve 94% satisfaction rate with Libraries services from CIPFA survey of adult library users in October 2009









## 10. Impact Assessments

|  |  |
|--|--|
| <p><b>10.1<br/>Equalities Impact Assessments</b></p> | <p>Main actions needed following the initial equalities impact assessment of the Libraries Plan:</p> <ul style="list-style-type: none"> <li>• Monitor and evaluate impact of income generation targets on disadvantaged groups and individuals</li> <li>• Make Libraries plan available in other format and other languages</li> <li>• Promote Libraries Plan and services to targeted groups</li> </ul> <p>A full Equalities impact assessment is being carried out in line with agreed timetable for the Directorate</p>   |
| <p><b>10.2<br/>Sustainability Impacts</b></p>        | <p>Main Sustainability impacts of the Libraries Plan are linked to the Community Libraries development objective and the modernisation programme. Regeneration of community libraries will include improvement to environmental performance of the library buildings. Use of new technology and new ways of working will include a reduction in use of paper and other consumable resources. The development of community libraries as hubs and the expansion of our community engagement activities will contribute to the development of more sustainable communities</p>  |
| <p><b>10.3<br/>Risk Management</b></p>               | <p>Highest risks of the Libraries Plan are related to :</p> <ul style="list-style-type: none"> <li>• Community library development: - risk that we are unable to put together business plans to make development possible</li> <li>• Income generation: - failure to achieve income targets would have an impact on our ability to deliver services</li> <li>• Website: - failure to implement new online developments would impact on our ability to deliver services</li> <li>• Modernisation of services: - failure to change ways of working or use technology effectively would reduce our ability to deliver effective services or make the best use resources</li> </ul> <p>A full risk management matrix has been completed for the Libraries Plan</p> |

## Appendix A: Brighton & Hove Libraries Information


|  |   |   |   |   |   |
|--|---|---|---|---|---|
|   | <p><b>Jubilee Library</b><br/>                 Jubilee Street,<br/>                 Brighton, BN1 1GE<br/>                 ☎Renewals: 296959<br/>                 Enquiries:<br/>                 290800/296969<br/>                 Admin:296930<br/>                 Fax:296976</p>                                       | <p><b>Opening Times:</b><br/>                 Mon/Tues: 10.00-7.00<br/>                 Wed/Fri: 10.00-5.00<br/>                 Thurs: 10.00-8.00<br/>                 Sat: 10.00-5.00<br/>                 Sun 11.00-4.00</p> |    | <p><b>Hangleton Library</b><br/>                 West Way, Hangleton,<br/>                 BN3 8LD<br/>                 ☎296904 Fax: 296903</p>   | <p><b>Opening Times:</b><br/>                 Mon : 9.30-1.00<br/>                 Tues/Wed/Fri: 9.30-1.00<br/>                 2.00-5.30<br/>                 Thurs: 9.30-1.00 2.00-7.00<br/>                 Sat: 9.30-4.00</p> |
|   | <p><b>Hove Library</b><br/>                 182-186 Church Road<br/>                 Hove BN3 2EG<br/>                 ☎Renewals: 296939<br/>                 Enquiries &amp; Reference:<br/>                 296937<br/>                 All other depts:<br/>                 290700<br/>                 Fax: 296931</p> | <p><b>Opening Times:</b><br/>                 Tues: 9.30-7.30<br/>                 Wed/Thurs/Fri:9.30-5.30<br/>                 Sat: 9.30-5.00.</p>   |    | <p><b>Hollingbury Library</b><br/>                 1st Floor, Carden Hill,<br/>                 Hollingbury, BN1 8DA<br/>                 ☎296908 Fax: 296907</p>   | <p><b>Opening Times:</b><br/>                 Mon: 10.00-1.00 2.00-5.00<br/>                 Thurs: 10.00-1.00 2.00-7.00<br/>                 Sat: 10.00-1.00 2.00-4.00</p>   |
|  | <p><b>Coldean Library</b><br/>                 24 Beatty Avenue,<br/>                 Coldean, BN1 9ED<br/>                 ☎296902 Fax: 296901</p> <p><b>Equal Access Services Centre</b><br/>                 24 Beatty Avenue,<br/>                 Coldean, BN1 9ED<br/>                 ☎296906 Fax: 296901</p>        | <p><b>Opening Times:</b><br/>                 Mon: 9.00-1.00 2.00-5.00<br/>                 Thurs: 9.00-1.00 2.00-7.00<br/>                 Sat: 10.00-1.00</p>   |   | <p><b>Mile Oak Library</b><br/>                 Chalky Road,<br/>                 Portslade BN41 2WS<br/>                 ☎Public Counter:<br/>                 296916<br/>                 Fax: 296917</p> | <p><b>Opening Times:</b><br/>                 Mon/Tues/Wed/Fri:<br/>                 2.00-5.00<br/>                 Thurs: 2.00-7.00<br/>                 Sat: 9.30-12.30</p>   |
|  |   |   |  | <p><b>Moulsecoomb Library</b><br/>                 The Highway<br/>                 Moulsecoomb<br/>                 BN2 4PA<br/>                 ☎296910 Fax: 296909</p>                                   | <p><b>Opening Times:</b><br/>                 Tues: 10.00-1.00 2.00-7.00<br/>                 Thurs: 2.00-6.00<br/>                 Fri: 10.00-1.00 2.00-5.00<br/>                 Sat: 10.00-1.00 2.00-4.00</p>                  |

## Appendix A: Brighton & Hove Libraries Information

|   |  |   |   |   |  |
|---|--|---|---|---|--|
|    | <p><b>Patcham Library</b><br/>Ladies Mile Road<br/>Patcham BN1 8TA<br/>☎296912 Fax: 296911</p>           | <p><b>Opening Times:</b><br/>Tues: 10.00-1.00 2.00-7.00<br/>Fri: 10.00-1.00 2.00-5.00<br/>Sat: 10.00-1.00 2.00-4.00</p>               |    | <p><b>Westdene Library</b><br/>Bankside<br/>Westdene BN1 5GN<br/>☎296922 Fax: 296923</p>                                | <p><b>Opening Times:</b><br/>Tues: 10.00-1.00 2.00-7.00<br/>Fri: 10.00-1.00 2.00-5.00<br/>Sat: 10.00-1.00 2.00-4.00</p>  |
|    | <p><b>Portslade Library</b><br/>223 Old Shoreham Road<br/>Portslade BN41 1XR<br/>☎296914 Fax: 296913</p> | <p><b>Opening Times:</b><br/>Mon 9.30-1.00<br/>Tues/Thurs/Fri: 9.30-1.00 2.00-5.30<br/>Wed:9.30-1.00 2.00-7.00<br/>Sat: 9.30-4.00</p> |    | <p><b>Whitehawk Library</b><br/>(+ Toy Library)<br/>Whitehawk Road<br/>Whitehawk BN2 5GD<br/>☎296924 Fax: 296925</p>    | <p><b>Opening Times:</b><br/>Tues/Thurs:9.30-1.00 2.00-6.00<br/>Fri:9.30-1.00 2.00-5.00<br/>Sat9.30-1.00 2.00-4.00</p>   |
|   | <p><b>Rottingdean Library</b><br/>The Grange<br/>Rottingdean BN2 7HA<br/>☎296918 Fax: 296919</p>         | <p><b>Opening Times:</b><br/>Mon: 10.00-1.00 2.00-5.00<br/>Thurs: 10.00-1.00 2.00-7.00<br/>Sat: 10.00-1.00 2.00-4.00</p>              |   | <p><b>Woodingdean Library</b><br/>Warren Road<br/>Woodingdean BN2 6BA.<br/>☎296928 Fax: 296927</p>                      | <p><b>Opening Times:</b><br/>Mon: 10.00-1.00 2.00-5.00<br/>Thurs: 10.00-1.00 2.00-7.00<br/>Sat: 10.00-1.00 2.00-4.00</p> |
|  | <p><b>Saltdean Library</b><br/>Saltdean Lido<br/>Saltdean BN2 8SP<br/>☎296920 Fax: 296921</p>            | <p><b>Opening Times:</b><br/>Tues: 10.00-1.00 2.00-7.00<br/>Fri: 10.00-1.00 2.00-5.00<br/>Sat: 10.00-1.00 2.00-4.00</p>               |  | <p><b>Brighton History Centre</b><br/>Church Street<br/>Brighton BN1 1UD<br/>☎296972 Fax 296962<br/>296971 bookings</p> | <p><b>Opening Times:</b><br/>Tues: 10.00-7.00<br/>Wed/Thurs/Fri/Sat:<br/>10.00-5.00</p>                                  |



## Appendix A: Brighton & Hove Libraries Information

|   |   |  |
|---|---|--|
|  | <p><b>Mobile Library</b><br/>Contact Portslade<br/>Library<br/>(01273) 296914</p> | <p><b>Opening Times:</b><br/>A full schedule of<br/>stops and times is<br/>available from<br/>libraries or on our<br/>website<br/><a href="http://www.citylibraries.info">www.citylibraries.info</a></p> |
|---|---|--|

Website: [www.citylibraries.info](http://www.citylibraries.info)

Email: [libraries@brighton-hove.gov.uk](mailto:libraries@brighton-hove.gov.uk)



# **CULTURE, TOURISM AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 38**

Brighton & Hove City Council

**Subject:** The new performance and assessment frameworks – an overview

**Date of Meeting:** Thursday 13<sup>th</sup> November

**Report of:** The Director of Cultural Services

**Contact Officer:** Name: Paul Brewer Tel: 29-1269

E-mail: Paul.d.brewer@brighton-hove.gov.uk

**Wards Affected:** All

### **FOR GENERAL RELEASE**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 This report provides an overview of the new local performance and assessment frameworks and recommends how the committee can support the council and its partners to achieve success.
- 1.2 From April 2009 a new assessment framework for councils and their partners will come into effect. The Comprehensive Area Assessment (CAA) replaces the Comprehensive Performance Assessment (CPA), and will bring together the work of seven inspectorates to provide an overview of how successfully local organisations are working together to deliver improvement against local priorities.
- 1.3 CAA represents a fundamental change in the way the council and its partners are assessed moving away from solely focusing on the past performance of the council towards a forward looking assessment of our prospects for future success against its objectives. It comprises of two main elements; the Area Assessment and the Organisational Assessment.
- 1.4 The Area Assessment is a qualitative assessment of prospects for future improvement and will focus on, but not be constrained by, a review of progress with the Local Area Agreement (LAA).
- 1.5 An Organisational Assessment will be conducted for each of the four main organisations in the area: the council, the police, the Primary Care Trust and the Fire and Rescue Service. The council's assessment will cover the following areas: managing finances, governing the business, managing resources and managing performance.

- 1.6 The managing performance theme will look at how effective the organisation is at:
- identifying and delivering priority services, outcomes and improvements
  - providing the leadership, capacity and capability it needs to deliver future improvements
  - contributing to improving wider community outcomes, including those set out in the LAA
  - tackling inequality and improving outcomes for people in vulnerable circumstances

Detailed guidance on the scoring model will be published in February 2009.

- 1.7 The new local performance framework was set out in the Local Government White Paper *Strong and Prosperous Communities* in 2006. The two key elements of the framework are the LAA and the National Indicator Set (NIS).
- 1.8 The LAA forms the heart of the new performance framework. It sets out the agreement between central government and local authorities and their partners to improve services and the quality of life in a place. Brighton and Hove's LAA (2008-2011) comprises 35 negotiated targets, 16 statutory education and early years targets and a set of local indicators. The LAA Delivery Plan sets out a detailed improvement action plan for each indicator and identifies lead responsibilities and time-scales. The Local Strategic Partnership monitors the LAA Delivery Plan six monthly.
- 1.9 The National Indicator Set (NIS) was published as part of the Comprehensive Spending Review 2007. This is a set of 198 outcome focused indicators that replace Best Value Performance Indicators (BVPIs). The NIS includes indicators for which partner organisations have lead responsibility such as mortality and crime rates. Whilst all target commitments are contained in the LAA, outcomes across the NIS are expected to improve.
- 1.10 The Corporate Plan 2008-2011 was developed alongside the LAA and sets out the priorities for the council. It uses measures drawn from the NIS, where appropriate, to track progress.
- 1.11 The Management Team (TMT) and Cabinet monitor organisational performance through the quarterly Performance Improvement Report (PIR). The report contains updates on the LAA Delivery Plan, the Corporate Plan, organisational health indicators (such as staff sickness) and the value for money programme.
- 1.12 The Cultural Services Directorate Management Team monitors all relevant PIR indicators and actions quarterly.

## **2. RECOMMENDATIONS:**

- 2.1 That the committee are updated on progress with all LAA and NIS indicators and actions relevant to its remit.

2.2 That the committee take a quarter 2 update at the meeting on 5<sup>th</sup> February 2009 and a year one update after June 2009 (precise date to be arranged).

**3. BACKGROUND INFORMATION:**

3.1 None

**4. CONSULTATION:**

4.1 None

**5. FINANCIAL & OTHER IMPLICATIONS:**

Financial Implications:

5.1 Successful achievement of the LAA outcomes 2008-2011 will attract some performance reward grant; precise amounts are still to be confirmed by central government.

Legal Implications:

5.2 None at this stage.

*Lawyer consulted: Bob Bruce Date:20.10.08*

Equalities Implications:

5.3 The new performance management framework aims to incorporate monitoring of progress against equalities and inclusion outcomes in the city.

Sustainability Implications:

5.4 The new performance management framework aims to incorporate monitoring of progress against sustainability outcomes in the city.

Crime & Disorder Implications:

5.5 Reducing crime and disorder is a central theme of the Corporate Plan and the Local Area Agreement and monitoring progress against these outcomes is a key element of the proposed new performance management framework.

Risk and Opportunity Management Implications:

5.6 The management of performance is important and contributes to avoiding the risk that the council's improvement priorities will not be delivered. Progress against performance indicators informs our risk and opportunity management assessments.

Corporate / Citywide Implications:

5.7 None

## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Proposed content of the Feb 09 performance report.

### **Documents In Members' Rooms**

1. A copy of the LAA Delivery Plan 2008-2011 has been placed in the Member's Room for reference
2. A copy of "The New Performance Framework for Local Authorities and Local Authority Partnerships: Single Set of National Indicators" (Oct 2007) has been placed in the Member's Room for reference

### **Background Documents**

None

## Proposed content of the Feb 09 performance report

The list below includes all relevant indicators and actions from the Local Area Agreement, Corporate Plan and National Indicator Set.

The quarter 2 update will include all available baseline, target and latest result data. Due dates and lead officer details have been omitted from this appendix to improve readability but will be included in the report. A guide to indicator definitions will also be included.

### ***Local Area Agreement***

#### **Working age people on out of work benefits (NI 152)**

- Breakthrough Programme: 300 workless residents engaged, of which 60 to secure work placements, 50 to secure employment and 20 to partake in volunteering
- Tourism Futures Programme: 45 workless residents engaged, receiving training and work placements in the hospitality sector, of which 30 secure employment
- Housing Benefit "Back to Work" Project: 40 claimants to secure employment
- City Employment and Skills Plan (CESP) Evaluation Report: Final mid-term evaluation report completed

#### **New business registration rate (NI 171)**

- Complete the Business Retention and Inward Investment Study
- Achieve 5000 hits on the council commercial property database for the 2008/09 financial year

#### **Take forward the development of the Brighton Centre (L1)**

- Use the construction phase of major projects to develop local skills and business (Corporate Plan)

#### **Increase GVA per head (L2)**

- 32 Business Clinic slots filled
- 20 local businesses receiving Green Action Grants
- New Chamber of Commerce website completed and 33 business events/training sessions held, engaging 1450 local businesses
- Brighton & Hove actively involved in the preparation of the Innovation and Growth business plan for the city.
- Meaningful presence of Innovation and Growth Teams established in the city

#### **Increase number of people in employment (L3)**

- Wired Sussex Internship Programme: 25 graduate internships, of which 8 secure employment
- Complete the Business Retention and Inward Investment Study, which will include mapping the profile of city's available employment space

#### **Improve the visitor economy (L4)**

- Recruit Destination Manager
- Introduce Greeter Scheme
- Support introduction of pedestrian signage scheme
- 20 accommodation & attraction records on Federation of Disabled People's Access website
- Grow traffic to Visitbrighton.com – 1.9m unique visitors in 2008
- Achieve 20 new conferences with an Economic Impact Assessment of £61m
- Launch Sussex breakfast and have 10 businesses signed up
- Achieve 75% bed space in accommodation inspection scheme
- Have 280 partners joined with Visitbrighton

- Annual Visitor Survey Complete

### **Engagement in arts (NI 11)**

- Provide community development support to groups running community festivals and fun days and community based arts activities
- Provide development support, advice and funding to Key 3 year funded arts organisations, annual grant aided organisations including those in receipt of Arts Partnership Awards, arts festivals in the city
- Fund and work with the Brighton Dome and Festival (BDFL)
- Delivery of White Night (free entry and entertainment at Brighton Museum and the Royal Pavilion until midnight once a year)
- Attendance at Audiences meeting
- Delivery of participatory public arts projects (5 per annum)
- Input into at least 4 events annually ( 2008: Children's festival, Car Free Day, White Night)
- Increase the space available to cultural and creative industries, to support growth in the cultural sector (Corporate Plan)

### **Community engagement in local libraries (L21)**

- Develop three community libraries as local hubs for delivery of local community services
- Achieve target of 34,500 people taking part in activities in libraries for 2008-09
- Improve take up of Bookstart packs for those aged 1-2 years olds for 2008-09
- Increase the percentage of children completing the Summer Reading Challenge to 40% for 2008.
- Increase the numbers of children attending Homework Clubs by 5% in 2008-09
- Achieve 1.8 million visits in 2008-09
- Achieve 1.44 million issues in 2008-09
- Achieve 20,000 new members in 2008-09
- Purchase 47,500 new items for stock in 2008-09
- Increase the percentage of take up of available ICT time in libraries to 46%
- Achieve 2.08 million virtual visits (website hits) in 2008-09
- Expand the Books on Prescription scheme
- Achieve 92% satisfaction rate with computer facilities in the E-Plus CIPFA Survey in Oct 2008
- Achieve 94% satisfaction rate with Libraries services from CIPFA survey of adult library users in October 2009

### **Number of school age children in organised school visits to museums (L22)**

- Deliver 5 Continuing Professional Development (CPD) sessions to train 60 teachers
- Provide 21 loan boxes of museum objects reaching 1681 children
- Visit 7 school assemblies reaching 1400 children
- Visit 140 schools (including out of city) reaching 7600 children
- Deliver 150 early years sessions reaching 2400 children
- Attract 30 school groups to temporary exhibitions reaching 900 children
- Undertake research to establish schools that have not used the service in the last two years

## ***Wider National Indicator Set***

- Use of public libraries (NI 9)
- Visits to museums or galleries (NI 10)
- Overall employment rate (NI 151)
- Working age people claiming out of work benefits in the worst performing neighbourhoods (NI 153)
- Average earnings of employees in the area (NI 166)
- VAT registered businesses in the area showing growth (NI 172)
- Flows on to incapacity benefits from employment (NI 173)



# **CULTURE, TOURISM & ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE**

## **Agenda Item 39**

Brighton & Hove City Council

|                         |                                   |  |                           |
|-------------------------|-----------------------------------|--|---------------------------|
| <b>Subject:</b>         | <b>Audit of Sports Facilities</b> |  |                           |
| <b>Date of Meeting:</b> | <b>13 November 2008</b>           |  |                           |
| <b>Report of:</b>       | <b>Director of Environment</b>    |  |                           |
| <b>Contact Officer:</b> | <b>Name:</b>                      | <b>Ian Shurrock</b>                      | <b>Tel: 01273 29-2084</b> |
|                         | <b>E-mail:</b>                    | <b>ian.shurrock@brighton-hove.gov.uk</b> |                           |
| <b>Wards Affected:</b>  | <b>All</b>                        |  |                           |

### **FOR GENERAL RELEASE.**

#### **1. SUMMARY AND POLICY CONTEXT:**

- 1.1 An audit of the city's sports facilities has been undertaken with the following main objectives:
- a) Collect basic information about sports facilities in the city e.g. what they provide and who operates them.
  - b) Assess the overall level and quality of the city's provision.
  - c) Identify any weakness or gaps in provision which should be considered as part of the council's future strategic planning.
- 1.2 The audit provides a valuable first examination of the city's facilities base and will undoubtedly stimulate further investigation of the many issues that it raises.
- 1.3 The audit has not been undertaken as an end in itself but as the start of a long process of ensuring that the city is making the most of its resources and maximising the opportunities which it provides to take part in sport.

#### **2. RECOMMENDATIONS:**

- (1) Members are asked to note the contents of this report.
- (2) Members are asked to note that the conclusions of the sports facilities audit will be used to inform the review of the sports and leisure strategy.

### 3. RELEVANT BACKGROUND INFORMATION:

#### Methodology

- 3.1 Data was primarily gathered by personal site visits by council officers which were supplemented by information contained in published materials or discussion with site managers. Data analysis was undertaken by Ken Burlton Consultancy in order that an independent perspective could be given of the findings. The exercise has been a considerable achievement and has for the first time created a detailed database of sports facilities in the city.
- 3.2 The audit focussed on facilities which either allowed some form of public access for sporting activity or, if not publicly accessible, had significant specialist sports provision. Primary and junior schools did not meet the criteria but a separate survey was conducted to complement the main audit and separately identify any issue relating to junior sports provision.
- 3.3 As well as the simple collection of information, auditors made an assessment of the condition of facilities and their fitness for purpose. These assessments were to some extent subjective and based entirely on a visual inspection during a visit.
- 3.4 In terms of the number of facilities, the profile of ownership/operation was as follows:

| <u>Facility Type</u>           | <u>Number</u> | <u>%</u> |
|--------------------------------|---------------|----------|
| BH Council                     | 42            | 32.3     |
| Private Club                   | 31            | 23.8     |
| Community Centre               | 26            | 20.0     |
| State School                   | 10            | 7.7      |
| Church/ Religious Organisation | 8             | 6.2      |
| University/ FE College         | 6             | 4.6      |
| Independent School             | 4             | 3.1      |
| Sports Club                    | 3             | 2.3      |
| Total                          | 130           | 100.0    |

#### Key results

##### Quantity

- 3.5 At 130, the total number of sports venues appears high although many of these are small and many – particularly community centres – are not purpose designed. Sports which appear to be particularly well provided for are gyms [29 gyms], squash [39 courts], tennis [106 courts] and cricket [16 pitches]. Provision is low for under 11's football – only 7 pitches in the city –

and some more peripheral sports such as handball, which have been well developed elsewhere, do not apparently have any provision. However, such conclusions should be addressed with some caution as the audit has examined sports facilities and not sports activity in the city and it is possible that many activities are taking place at facilities not specifically designated for them.

### **Type**

- 3.6 One of the most interesting findings of the audit is the balance in type of provision. Because the Council has the biggest, most evident and best used facilities there is a tendency to consider that it dominates provision. However, the audit showed that, in a simple number count, 32.3 % of facilities are Council run, 23.8 % are private clubs and 20.0 % are community centres. If the Council's various park facilities and recreation grounds are taken out, private clubs become the largest sector. A detailed analysis of each sport has shown that schools have also become a significant part of the overall portfolio with many secondary schools now developing substantial on site sports provision. Only 3 sports clubs in the city have their own facilities.

### **Condition**

- 3.7 The highest condition ratings were given for a climbing wall, indoor tennis courts, and for artificial turf pitches. The lowest condition ratings were given for wet changing facilities, dry changing facilities, and for multi purpose rooms.

### **Fitness for Purpose**

- 3.8 This rating gave an insight into the general quality and suitability of what was provided. The highest fitness for purpose ratings were for the Stanley Deason Climbing Wall, for squash courts and for Withdean Stadium. The lowest fitness for purpose ratings were for wet changing facilities, dry changing facilities, and for multi purpose rooms.

### **Comparison with other authorities**

- 3.9 There are no absolute standards of provision with which the audit can be compared and very few authorities have carried out such a comprehensive facilities audit. However, some comparison is useful and, for the purpose of this exercise, facilities in 3 other south coast cities have been examined – Southampton [Pop: 217,000], Portsmouth [Pop: 187,000] and Plymouth [Pop: 241,000].
- 3.10 Brighton and Hove's population is 248,000 so all of these cities offer a broad point of comparison with Brighton and Hove. Using Sports England's Active Places database, which registers all recognised sports facilities, as a point of comparison, and looking simply at the number of facilities within a 5 mile radius of the city centre the following results are shown.

### **Brighton and Hove**

| <b>Radius</b> | <b>Number of facilities</b> | <b>% of 5 miles</b> |
|---------------|-----------------------------|---------------------|
| 5 miles       | 106                         | 100.0               |
| 4 miles       | 77                          | 72.6                |
| 3 miles       | 61                          | 57.5                |
| 2 miles       | 38                          | 35.8                |
| 1 mile        | 10                          | 9.4                 |

### **Portsmouth**

| <b>Radius</b> | <b>Number of facilities</b> | <b>% of 5 miles</b> |
|---------------|-----------------------------|---------------------|
| 5 miles       | 111                         | 100.0               |
| 4 miles       | 95                          | 85.5                |
| 3 miles       | 61                          | 54.9                |
| 2 miles       | 37                          | 33.3                |
| 1 mile        | 18                          | 16.2                |

### **Plymouth**

| <b>Radius</b> | <b>Number of facilities</b> | <b>% of 5 miles</b> |
|---------------|-----------------------------|---------------------|
| 5 miles       | 116                         | 100.0               |
| 4 miles       | 99                          | 85.3                |
| 3 miles       | 65                          | 56.0                |
| 2 miles       | 42                          | 36.2                |
| 1 mile        | 13                          | 11.2                |

## **Southampton**

| <b>Radius</b> | <b>Number of facilities</b> | <b>% of 5 miles</b> |
|---------------|-----------------------------|---------------------|
| 5 miles       | 123                         | 100.0               |
| 4 miles       | 97                          | 78.8                |
| 3 miles       | 64                          | 52.0                |
| 2 miles       | 33                          | 26.8                |
| 1 mile        | 13                          | 10.6                |

- 3.11 The most interesting analysis is the geographical distribution from the city centre where Brighton and Hove has the distinct characteristic of a much wider distribution of facilities. Fewer of its facilities are within one mile of the city centre and a much higher percentage [27.4 % compared with 14.5% in Portsmouth] are between 4 and 5 miles from the city centre. There may be specific population distribution reasons for this but it suggests that Brighton and Hove is better at placing facilities within residential districts, creating a more immediate access for users.
- 3.12 These results should also be placed in the context of the Sport England Active People survey of 2006 which identified that 25.1 % of Brighton and Hove residents spent at least 30 minutes 3 times a week on exercise of moderate intensity and 4.2 % regularly volunteered at least 1 hour a week to support sporting activity. These were the best results of any of the four cities. Plymouth, for example, was the worst performer in the whole of the south west region with 18.6% regularly exercising and 3.6% volunteering. Brighton and Hove may have fewer facilities but it has higher levels of activity.
- 3.13 Despite attempts to create ideal models and points of comparison, it is extremely difficult to answer the question of how Brighton and Hove compares to provision elsewhere. In terms of general quantity and type of facilities, Brighton & Hove alone is broadly comparable but what it clearly lacks in comparison are major modern facilities and true centres of excellence for specific sports. Generally Portsmouth, Southampton and Plymouth's main leisure centres are bigger and newer than Brighton & Hove's but more marked are the high level specialist facilities which each city has.
- 3.14 The challenge for Brighton and Hove is not only to modernise and expand its portfolio of mainstream sports and leisure provision but to improve sports development opportunities in the city. This could be achieved by beginning to build an expanded network of specialist sports facilities allowing individual sports to expand their impact and to raise their standards.

## **Conclusions**

### **Overview**

- 3.15 The Council has carried out an exceptional exercise in gathering together a large amount of information about sports provision in the city. This information shows that Brighton and Hove is a thriving sporting city with good levels of participation and a wide range of facilities.
- 3.16 However, many of these facilities are old, many are not purpose built and many do not have high levels of public access. In particular, the city lacks high profile facilities and a much needed network of specialist sports facilities which could form the focus of a major sports development programme.
- 3.17 These issues are already being addressed and projects are being developed which will begin to transform the pattern of sports provision in the city. These include the proposed ice arena at Black Rock, the new Community Stadium and the new King Alfred Sports Centre in Hove. But more work needs to be done on a sport by sport basis, working in partnership with local clubs, to expand opportunities for specialist sports developments.
- 3.18 Any move to open up the increasingly significant school facilities in the city would have an impact on general levels of participation by creating easy local access to activities. Whilst it is accepted that there are many practical and financial issues to be resolved in doing this, the portfolio of school facilities is substantial and use is generally limited to daytime and term time. More evening and holiday use by organised groups and sports clubs could produce substantial local benefit.

### **Priorities**

- 3.19 In terms of strategically planning the future of sports facility development in the city, the audit suggests that the following issues should be given priority:-
- Full implementation of proposals for Community Stadium, Black Rock Ice Arena and King Alfred Sports Centre
  - The need for a purpose built gymnastics hall and a purpose built martial arts dojo
  - Increasing club and public access to school facilities
  - A programme of converting more tarmac tennis courts to acrylic/ artificial grass surfaces
  - Taking every opportunity to provide and/ or increase access to sports facilities for under 11's

- Encouraging new sports such as handball by simply making pitch markings available for them

3.20 Apart from the new facility plans already in place and the possibility of additional pitch and court markings, there is no immediate and ready answer to any of these issues. All require planning and funding in order to be delivered. However, although there may be no instant solutions to call on, it is still important that these issues are integrated into the strategic planning of the council so that when future opportunities do arise to take action, there is a clear sense of the priorities which have to be met.

#### **4. CONSULTATION**

4.1 Consultation was undertaken with facility operators throughout the process of the audit to help inform the results.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### 5.1 Financial Implications

There are no immediate financial implications from this report, however, there will be a need to identify additional funding should the recommendations be implemented.

Finance Officer Consulted: Derek Mansfield                      23<sup>rd</sup> October 2008

##### Legal Implications

5.2 There are no direct legal implications arising from this report.

Lawyer Consulted:                      Bob Bruce                      23<sup>rd</sup> October 2008

##### Equalities Implications

5.3 A wide range of accessible sports facilities across the city will reduce inequality of opportunity.

##### Sustainability Implications

5.4 Any new sports facility development will require the appropriate sustainability requirements to be met for new buildings.

##### Crime & Disorder Implications

5.5 Projects have shown that providing sporting opportunities can help reduce crime within geographical areas. Therefore a strategic provision of sports facilities could have a positive impact on the reduction of crime in the city.

##### 5.6 Risk & Opportunity Management Implications

A strategic approach to facility provision would help to ensure that the most appropriate locations are identified for such facilities to maximise usage.

5.7 Corporate/Citywide Implications

Strategic planning of sporting facilities will help ensure access to facilities by communities across the city.

6. **EVALUATION OF ANY ALTERNATIVE OPTION(S):**

6.1 None

7. **REASONS FOR REPORT RECOMMENDATIONS**

7.1 Members are being asked to note the report as the results of the audit will be utilised to inform future decision making on facility provision.

**SUPPORTING DOCUMENTATION**

**Appendices:**

1. None

**Documents in Members' Rooms**

1. None

**Background Documents**

1. None



**Subject:** *Brighton & Hove's Programme for 2012*  
**Date of Meeting:** **13 November 2008**  
**Report of:** *Director of Cultural Services*  
**Contact Officer:** Name: **Pauline Freestone** Tel: **29-3312**  
E-mail: pauline.freestone@brighton-hove.gov.uk  
**Wards Affected:** All

**FOR GENERAL RELEASE**

**1. SUMMARY AND POLICY CONTEXT:**

- 1.1 The Culture, Tourism and Enterprise Overview and Scrutiny Committee has requested an update on Brighton and Hove's activity in relation to London 2012. This report presents the context for that activity, a summary of that activity to date plus an indication of future potential.
- 1.2 The 2012 Olympic and Paralympic Games has the potential to inspire Brighton & Hove's residents to take up more physical activity and thereby improve their health and well-being. The Games also offers a platform for our businesses and tourism to raise the profile of the city, attract more visitors and benefit from increased economic impact.
- 1.3 These ambitions will not be realised without the support of the council and close links with our partners. Brighton & Hove are fully committed to a partnership approach at a local, regional and national level, and working with central government, the London Organising Committee for the Olympic Games (LOCOG) and the Olympic Delivery Authority (ODA).

**2. RECOMMENDATIONS:**

- 2.1 That the committee notes the contents of the report and endorses the activity to date.
- 2.2 That the committee endorses the partnership approach adopted at every level and the streamlined focus on supporting activity that increases participation and/or raises the profile of the city.
- 2.3 That the committee recommends full involvement of the local authority in the establishment of the citywide partnership board via the Public Service Board.
- 2.4 That the committee makes further recommendations as to activity that might be included in any future programme, or other potential partners to be included.

### **3. RELEVANT BACKGROUND INFORMATION/CHRONOLOGY OF KEY EVENTS:**

- 3.1 An Olympic and Paralympic Games is the largest event the world sees with over 200 competitor nations taking part in the Olympic Games competing in 26 different sports, and over 150 nations in the Paralympic Games in 20 sports. Combined a total of 22,000 competitors and officials will take part, supported by around 70,000 volunteers and followed by a media pack numbering approximately 30,000.
- 3.2 Following a report to TMT in November 2007 agreement was made to recruit a part time 2012 Co-ordinator. The post has been jointly supported by Cultural Services & Housing for 3 days a week until end of March 09. Pauline Freestone started on 27 May and is being initially managed by Cultural Services.
- 3.3 Locally the function of the Co-ordinator is to pull together the Brighton & Hove programme and strategy for the Olympics with clear outcomes. To work in partnership with other departments – sport, arts & culture, tourism, the private sector and local business to raise awareness and participation levels and to organise and deliver elements of the programme between now and the end of March 09.
- 3.4 A 2012 Steering Group within the council has been set up with representatives from sport, culture, the arts, tourism, transport and schools to support the Co-ordinator to work with external partners and realise potential opportunities. The Steering Group have agreed a streamlined focus to any 2012 activity that is supported: that any activity should result in increased participation for residents and/or increase the profile of the city.
- 3.5 To date no new central government funding has been made available to deliver on Games related activities outside London, and this provides an important context within which the Steering Group and its partners are operating. Resourcing the various activities over the next four years is of key importance.
- 3.6 Further development of city wide activity will be driven through the Public Sector Board who support the establishment of a City Wide 2012 Partnership. Involving major organisations and individuals from the sporting, cultural, business, education and community sectors in the city.
- 3.7 At a regional level BHCC is represented at the following working groups:  
Culture & Communities, Sporting Capacity, 2012 SE Sector Working Group, Tourism, Transport, the Gatwick Diamond Pre-training Camp Groups and a 2012 Co-ordinators networking group.
- 3.7.1 Brighton and Hove is part of two regional development programmes:  
Create, Compete Collaborate (regional youth project)  
Accentuate (Legacy Trust Funded disability project)

- 3.8 Nationally there were a number of key dates that Brighton & Hove participated in at a local level which provided us with the opportunity to have a national focus:
- Handover ceremonies for both the Olympic and Paralympic Games with a focus on participation, celebration and education.
  - The Cultural Olympiad Open weekend.
- 3.9 Locally there have already been 3 key events that will form part of the 2012 legacy offer, these include:
- The Takepart International Sports Festival
  - The Brighton & Hove Sports Awards
  - The launch of a Sports Grant to benefit sports clubs and individual athletes.
- 3.10 Over the next four years many events in Brighton & Hove will offer a 2012 focus to encourage greater participation and opportunity. Some of these events will be one off occasions, and others will offer Brighton & Hove a 2012 legacy. So far these include:
- An Aqua Festival
  - A 4 year international primary schools language project
  - A Key Stage 1 Sports Challenge
  - A Disability Games
- 3.11 There are four distinct periods to set a strategy against: pre-Beijing, London Olympiad (September 08 to summer 2012), the London Games (July to September 2012) and post London Games but the focus must remain with building Brighton & Hove's legacy benefit from the Games.
- 3.12 It is a clear hope that the Games will become a catalyst to generate interest in sport, physical activity and culture at all levels and across all members of the community. This renewed interest is anticipated to contribute positively to the health of individuals and help to tackle the growing challenge of inactivity and weight management. However, the Games cannot deliver this in isolation and therefore targeted events to engage more people, particularly young people, into being active and taking part need to be established. Brighton & Hove already has a fantastic cultural offer which enables us to play a major role in the delivery of the UK's Cultural Olympiad and Cultural Festival in the years leading up to 2012. A calendar of events that provide a link to 2012 and possible new events is listed in Appendix 1.
- 3.13 The Games are also a real opportunity for businesses in the City. The international interest created will be very much focused in the South East and tourism is probably one of the biggest industries with the potential to create additional income into the city. The potential for business and economic impact will be explored through the City-Wide 2012 Partnership.

3.14 An Olympic and Paralympic Games is an opportunity to raise young peoples aspirations, to inspire them to be the very best that they can be, whether in sport, in school or within their own community and to have insight into the global society in which they live. All schools have been invited by LOCOG to register on the 2012 website and utilise the educational resource pack produced to support an educational programme. The 2012 Co-ordinator is already working closely with the Schools Sports Partnership and is embarking on a primary schools language project that links into the national curriculum. Links with the cities special schools have also been made.

#### 4. **CONSULTATION**

Consultation has been carried out across council departments in the establishment of the programme to date. Consultation has also taken place through the Public Service Board as to the establishment of a citywide partnership group.

#### 5. **FINANCIAL & OTHER IMPLICATIONS:**

##### 5.1 Financial Implications

The events within the indicative calendar of events referred to in this report will be subject to funding being identified. There are no other direct financial implications arising from the report.

*Finance Officer Consulted:      Name Anne Silley      Date: 22/10/08*

##### 5.2 Legal Implications:

There are no legal implications to be considered at this stage.

*Lawyer Consulted:      Name Bob Bruce      Date: 22/10/08*

##### 5.3 Equalities Implications: To be completed

##### 5.4 Sustainability Implications: To be completed

##### 5.5 Crime & Disorder Implications: To be completed

##### 5.6 Risk and Opportunity Management Implications: To be completed

5.7 Corporate / Citywide Implications:  
To be completed

### **SUPPORTING DOCUMENTATION**

#### **Appendices:**

1. 2008 - 2012 Events Calendar

#### **Documents In Members' Rooms**

None

#### **Background Documents**






None



# Appendix 1

## 2008 - 2012 Events Calendar

The following events calendar is not static and more activity will be added as we move towards 2012 and further opportunities are realised. The table has been colour coded to show current and future activity which links with the London Olympiad vision:

-  **Current events already linked to 2012**
-  **Events to be linked to 2012**
-  **New local events**
-  **New national events**
-  **Other events**

## 2008

| JUL   | AUG   | SEPT                              | OCT   | NOV  | DEC                |
|---|---|-----------------------------------|---|--|--------------------|
| Takepart Sports Festival                            | Olympic Handover<br>"Flying the Flag"<br>– seafront event   | Paralympic Handover               | White Nights  | Digital Festival<br>Cine City  | Burning the Clocks |
| Brighton Carnival                                   | Olympic Handover<br>Chinese projects<br>- Pavilion          | Cultural Olympiad<br>Open weekend | BEMF<br>Brighton Fest of<br>Sacred Music                              | Launch of Public<br>Sector Board City<br>wide Partnership<br>looking towards<br>2012 |                    |
| National Street Choir Festival                      | Olympic handover<br>- Community<br>Volleyball<br>Yellowwave | Sussex Games                      | Brighton Photo<br>Biennial  | Closing of the<br>applications for<br>the Sports G-rant<br>Scheme                    |                    |
| School Sports Festival                              | Sussex Games  | FIVB Under 21<br>World Volleyball | Brighton &<br>Hove Sports<br>Awards                                   | Launch of Primary<br>Schools<br>international<br>language project                    |                    |
| Round the Pier/<br>Capital to<br>Coast Bike<br>Ride | PRIDE   | Brighton Live                     | Launch of<br>Sports Grants<br>to encourage<br>active<br>participation | Sussex Sports<br>Awards  |                    |
| Brighton Kite Festival                              |   | Food and Drink<br>Festival        | Comedy<br>Festival  |  |                    |



## 2009

| JAN                        | FEB          | MAR  | APR                           | MAY               | JUN                          | JUL                              | AUG                          | SEPT                          | OCT                                | NOV                                   | DEC                |
|----------------------------|--------------|--|-------------------------------|-------------------|------------------------------|----------------------------------|------------------------------|-------------------------------|------------------------------------|---------------------------------------|--------------------|
| Sports Grants announcement | Winter Pride | Aqua Festival  | Dance Festival (3 yr project) | Brighton Festival | Key Stage 1 Sports Challenge | Takepart Sports Festival         | Olympic Handover Anniversary | Paralympic handover           | White Nights                       | Digital Festival Cine City            | Burning the Clocks |
|                            |              | Sports Relief  | The Great Escape              | Children's Parade | Corporate Games              | Carnival                         | Sussex Games                 | Brighton Live                 | BEMF Brighton Fest of Sacred Music | Primary Schools language Project yr 2 |                    |
|                            |              | Sports Photography competition - Olympic themes/values |                               |                   | London to Brighton Bike Ride | Kite Festival                    | PRIDE                        | Football stadium arts project | Brighton Comedy Festival           | Sussex Sports Awards                  |                    |
|                            |              |  |                               |                   |                              | Schools Sports Festival          |                              | Food & Drink Festival         | Sports Grant Scheme round 2        |                                       |                    |
|                            |              |  |                               |                   |                              | Exhibition of sports photography |                              |                               | Brighton & Hove Sports Awards      |                                       |                    |

## 2010

| JAN                        | FEB          | MAR           | APR               | MAY               | JUN                          | JUL                      | AUG                          | SEPT                            | OCT                                | NOV                                   | DEC                |
|----------------------------|--------------|---------------|-------------------|-------------------|------------------------------|--------------------------|------------------------------|---------------------------------|------------------------------------|---------------------------------------|--------------------|
| Sports Grants Announcement | Winter Pride | Aqua Festival | Dance Festival    | Brighton Festival | Key stage 1 Sports Challenge | Takepart Sports Festival | Football Stadium opens       | Paralympic Handover Anniversary | White Nights                       | Digital Festival Cine City            | Burning the Clocks |
|                            |              | Sports Relief | Brighton Marathon | Children's Parade | London to Brighton Bike Ride | Schools Sports Festival  | PRIDE                        | Food & Drink Festival           | BEMF Brighton Fest of Sacred Music | Primary Schools language Project yr 3 |                    |
|                            |              |               | I360 opens        |                   |                              | Kite Festival            | Olympic handover Anniversary | Brighton Live                   | Brighton Comedy Festival           | Sussex Sports Awards                  |                    |
|                            |              |               | The Great Escape  |                   |                              | Carnival                 | Sussex Games                 |                                 | Brighton Photo Biennial            |                                       |                    |
|                            |              |               |                   |                   |                              | Disability Games         |                              |                                 | Sports Grant Scheme round 3        |                                       |                    |
|                            |              |               |                   |                   |                              |                          |                              |                                 | Brighton & Hove Sports Awards      |                                       |                    |

## 2011

| JAN                        | FEB          | MAR           | APR               | MAY               | JUN                          | JUL                      | AUG                          | SEPT                            | OCT                                | NOV                                   | DEC                |
|----------------------------|--------------|---------------|-------------------|-------------------|------------------------------|--------------------------|------------------------------|---------------------------------|------------------------------------|---------------------------------------|--------------------|
| Sports Grants Announcement | Winter Pride | Aqua Festival | Dance Festival    | Brighton Festival | Key stage 1 Sports Challenge | Takepart Sports Festival | PRIDE                        | Paralympic handover Anniversary | White Nights                       | Digital Festival Cine City            | Burning the Clocks |
|                            |              | Sports Relief | Brighton Marathon | Children's Parade | London to Brighton Bike Ride | Schools Sports Festival  | Olympic handover Anniversary | Brighton Live                   | BEMF Brighton Fest of Sacred Music | Primary Schools language Project yr 4 |                    |
|                            |              |               | The Great Escape  |                   | Street Athletics             | Kite Festival            | Sussex Games                 | Food & Drink Festival           | Brighton Comedy Festival           | Sussex Sports Awards                  |                    |
|                            |              |               |                   |                   |                              | Carnival                 |                              |                                 | Sports Grant Scheme round 4        |                                       |                    |
|                            |              |               |                   |                   |                              | Disability Games         |                              |                                 | Brighton & Hove Sports Awards      |                                       |                    |

## 2012

| JAN                         | FEB          | MAR               | APR               | MAY               | JUN                          | JUL                      | AUG           | SEPT                  | OCT                                | NOV                                     | DEC                   |
|-----------------------------|--------------|-------------------|-------------------|-------------------|------------------------------|--------------------------|---------------|-----------------------|------------------------------------|---|-----------------------|
| Sports Grants announcements | Winter Pride | Aqua Festival     | Brighton Marathon | Brighton Festival | Key Stage 1 Sports Challenge | Takepart Sports Festival | Olympic Games | Paralympic Games      | White Nights                       | Digital Festival Cine City              | Burning of the Clocks |
|                             |              | Sports Relief     | The Great Escape  | Children's Parade | London to Brighton Bike Ride | Schools Sports Festival  | PRIDE         | Brighton Live         | BEMF Brighton Fest of Sacred Music | Primary Schools language Project review |                       |
|                             |              | Dance Space Opens |                   |                   |                              | Kite Festival            | Sussex Games  | Food & Drink Festival | Brighton Comedy Festival           | Sussex Sports Awards                    |                       |
|                             |              |                   |                   |                   |                              | Carnival                 |               |                       | Sports Grant Scheme round 5        |   |                       |
|                             |              |                   |                   |                   |                              | Disability Games         |               |                       | Brighton & Hove Sports Awards      |   |                       |

**LEGACY ACTIVITY 2013 Onwards**

| JAN | FEB | MAR           | APR               | MAY | JUN                  | JUL                     | AUG | SEPT | OCT                 | NOV  | DEC |
|-----|-----|---------------|-------------------|-----|----------------------|-------------------------|-----|------|---------------------|--|-----|
|     |     | Aqua Festival | Brighton Marathon |     | KS1 Sports Challenge | Takepart Festival       |     |      | B & H Sports Awards | Increased International School links from language project |     |
|     |     |               |                   |     |                      | Schools Sports Festival |     |      | Sports Grant Scheme |  |     |
|     |     |               |                   |     |                      | Disability Games        |     |      |                     |  |     |
|     |     |               |                   |     |                      |                         |     |      |                     |  |     |
|     |     |               |                   |     |                      |                         |     |      |                     |  |     |



# CULTURE, TOURISM & ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE

## Agenda Item 41

Brighton & Hove City Council

**Subject:** Culture, Tourism & Enterprise Overview and Scrutiny Committee (CTEOSC) Work Plan for 2008/9

**Date of Meeting:** 13<sup>th</sup> November 2008

**Report of:** The Director of Strategy and Governance

**Contact Officer:** Name: Julia Riches Tel: 29-1084  
E-mail: [Julia.riches@brighton-hove.gov.uk](mailto:Julia.riches@brighton-hove.gov.uk)

**Wards Affected:** All

### FOR GENERAL RELEASE

#### 1. SUMMARY AND POLICY CONTEXT:

- 1.1 At the previous meeting of CTEOSC held on 8<sup>th</sup> September 2008, the members agreed a draft Work Plan for 2008/9.

#### 2. RECOMMENDATIONS:

- 2.1 That members note the amendments to the work plan for 2008/9.

#### 3. BACKGROUND INFORMATION

- 3.1 The draft work plan has been amended to show that the item on the London Road; Supplementary Planning Document (SPD) will now be heard at the CTEOSC meeting on 2<sup>nd</sup> April 2009. This will enable the item to include the following:
- a report back from the joint scrutiny workshop with ECSOSC being held on 7<sup>th</sup> January 2009
  - a report on the outcome from the draft SPD for London Road going to the Environment Cabinet Member Meeting on 22<sup>nd</sup> January 2009.
  - the final version of the SPD

- 3.2 It has also been recommended in Agenda item 38 - The New Performance and Assessment Frameworks, that CTEOSC take a quarter 2 update at the meeting on 5<sup>th</sup> February. This will inform members on progress with all the LAA and NIS indicators relevant to its remit.

#### **4. CONSULTATION**

- 4.1 No formal consultation has been undertaken.

#### **5. FINANCIAL & OTHER IMPLICATIONS:**

##### Financial Implications:

- 5.1 There are no financial implications arising from this report.

##### Legal Implications:

- 5.2 There are no legal implications arising from this report.

##### Equalities Implications:

- 5.3 There are no equalities implications arising from this report.

##### Sustainability Implications:

- 5.4 There are no sustainability implications arising from this report.

##### Crime & Disorder Implications:

- 5.5 There are no crime and disorder implications arising from this report.

##### Risk and Opportunity Management Implications:

- 5.6 There are no risk and opportunity management implications arising from this report.

##### Corporate / Citywide Implications:

- 5.7 None arising from this report.



## **SUPPORTING DOCUMENTATION**

### **Appendices:**

1. Revised suggested draft timetable for 08/09
2. Revised work plan for 2008/9



## Appendix A

### Draft suggested timetable:

| 13 <sup>th</sup> November 08  | 5 <sup>th</sup> February 09   | 2 April 09  |
|---|---|---|
| <p><b>Scrutiny meeting draft agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Cabinet Member for Culture and Tourism</b></li> <li>• <b>Information item: • Arts Council</b><br/>Information and learning item</li> <li>• <b>Public Art and planning</b><br/>Short presentation and discussion leading on from Cllr Kennedy's request.</li> <li>• <b>Library plan</b><br/>Report on final library plan.</li> <li>• <b>Performance Data</b><br/>Report on Directorate's performance data framework.</li> <li>• <b>Sports facilities</b><br/>Receiving audit of sports facilities.</li> <li>• <b>2012</b><br/>Brief report on BHCC plans and activity to date.</li> </ul> | <p><b>Scrutiny meeting draft agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Cultural Strategy</b><br/>Presentation of Cultural Strategy.</li> <li>• <b>Sustainable events update</b><br/>Following Cllr Kennedy's request, update on work being undertaken on this.</li> <li>• <b>Museum Plan</b><br/>(Scrutiny workshop in November/Dec – date tbc).<br/>Presentation and discussion of plan.</li> <li>• <b>Small businesses</b><br/>Presentation.</li> <li>• <b>Delivering major projects in the current economic climate</b></li> <li>• <b>Update on Foredown Tower</b></li> <li>• <b>Q2 performance data</b></li> </ul> | <p><b>Scrutiny Meeting draft agenda</b></p> <ul style="list-style-type: none"> <li>• <b>Update on Creative Workspace study</b></li> <li>• <b>London Road SPD</b><br/>(joint scrutiny workshop with ECSOSC on 7th January 2009). Report back.</li> </ul> |



**APPENDIX B:  
OUTLINE CULTURE, TOURISM AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN 2008 - 2009**

| Issue  | Date of CTEOSC  | Referral from? | Overview & Scrutiny Activity        | Progress And Date   | Outcome And Monitoring /Dates   |
|--|---|----------------|-------------------------------------|---|---|
| <b>BUDGET AND POLICY FRAMEWORK AND KEY DECISIONS</b> |   |                |                                     |   |   |
| Annual library plan.                                 | Verbal report 25 September 2008.Report on final plan 13 November. |                | Scrutiny Workshop held on 08/09/08. | Library plan being revised to incorporate Scrutiny Members' comments. | Formal review of plan at 13 November CTEOSC meeting.<br><br>Plan going to Council on 29 <sup>th</sup> January 2009. |
| <b>PERFORMANCE MONITORING</b>                        |   |                |                                     |   |   |
| Directorate Performance data                         | Report on framework 13 November 2008                              |                |                                     | Q2 Data to 5 February 2009 CTEOSC                                     |   |
| <b>OVERVIEW ISSUES</b>                               |   |                |                                     |   |   |
| Sustainable events                                   | Update on work in this area for 5 February 2009.                  |                |                                     |   |   |

**APPENDIX B:  
OUTLINE CULTURE, TOURISM AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN 2008 - 2009**

| Issue   | Date of CTEOSC               | Referral from? | Overview & Scrutiny Activity  | Progress And Date                       | Outcome And Monitoring /Dates |
|---|------------------------------|----------------|---|---|-------------------------------|
| <b>MAJOR PROJECTS</b>                                     |                              |                |   |   |                               |
| Delivering Major Projects in the Current Economic Climate | 5 February 2009              |                |   |   |                               |
| <b>ECONOMIC REGENERATION</b>                              |                              |                |   |   |                               |
| Support to Small Businesses in the city.                  | Presentation 5 February 2009 |                |   |   |                               |
| Creative Industries Workspace study.                      | 25 September 2008            |                | CTEOSC commended the plan and asked to receive regular reports on the implementation of the recommendations | Report back due at 2 April 2009 CTEOSC. |                               |
| London Road draft SPD.                                    | 2 April 2009                 |                | Joint workshop with ECSOSC on Jan 7th 2009.   |   |                               |

**APPENDIX B:  
 OUTLINE CULTURE, TOURISM AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN 2008 - 2009**

| Issue  | Date of CTEOSC      | Referral from? | Overview S<br>Scrutiny activity                 | Progress and Date | Outcome and<br>monitoring/dates |
|--|---------------------|----------------|---|-------------------|---------------------------------|
| <b>ARTS, CULTURE AND HERITAGE ISSUES</b>               |                     |                |   |                   |                                 |
| Refresh of the<br>Museum's<br>Forward Plan             | 5 February 2009     |                | Scrutiny<br>workshop in<br>Nov/Dec– date<br>tbc |                   |                                 |
| Refresh of the<br>Cultural<br>Strategy for the<br>city | 5 February 2009     |                |   |                   |                                 |
| Public Art and<br>the use of<br>section 106            | 13 November<br>2008 |                |   |                   |                                 |
| Arts Council<br>(new corporate<br>plan)                | 13 November<br>2008 |                |   |                   |                                 |

**APPENDIX B:  
OUTLINE CULTURE, TOURISM AND ENTERPRISE OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN 2008 - 2009**

| Issue  | Date  | Referral from? | Overview & Scrutiny Activity  | Progress And Date  | Outcome And Monitoring /Dates  |
|--|---|----------------|---|--|--|
| <b>LEISURE, SPORTS AND RECREATION ITEMS</b>                        |   |                |   |  |  |
| Sports facilities in the city – report of the audit of facilities. | 13 November 2008  |                |   |  |  |
| 2012 Olympics  | 13 November 2008  |                |   |  |  |
| <b>TOURISM AND MARKETING ITEMS</b>                                 |   |                |   |  |  |
| Foredown Tower – new proposals.                                    | Special CTESOC meeting held on 10 September 2008.<br><br>Feedback to 25 September CTESOC. |                | Special meeting scrutinised the plans, supported the recommendations with two amendments and made an additional recommendation. | CTEOSC’s amended and additional recommendations were agreed at the Cabinet Member Meeting on 16/09/08. | Regular verbal updates to CTEOSC and written report for 05/02/09 CTEOSC. |
|  |   |                |   |  |  |