

CABINET MEMBER FOR CULTURE AND TOURISM

**Venue: Town Hall, Moorgate
Street, Rotherham. S60
2TH**

Date: Tuesday, 12th March, 2013

Time: 10.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Apologies for absence.
4. Declarations of Interest.
5. Minutes of the previous meetings held on 5th and 6th February, 2013. (Pages 1 - 7)
6. Receipt of two e-petitions in relation to Herringthorpe Playing Field. (Pages 8 - 9)
 - Leisure and Green Spaces Manager, Environment and Development Services, to report.
7. Customer and Cultural Services - fees and charges, 2013-2014. (Pages 10 - 26)
 - Customer and Cultural Services Manager, Environment and Development Services, to report.
8. Communications update: -

Head of Corporate Communications, Commissioning, Policy and Performance, Resources Directorate, to report on: -
 - Feedback from Yorkshire and Humberside Local Authorities' Workshop: Visitor Economy & Growth, 15th January, 2013, Wakefield;
 - Feedback from South Yorkshire Tourism Advisory Group, 7th March, 2013;
 - Improvements to RMBC's website;

- Potential income generation opportunities – Rotherham Show.

The Cabinet Member authorised consideration of the following item, received after the deadline, to progress the matters referred to.

9. Mobile Library - service offer. (Pages 27 - 40)

- Customer and Cultural Services, Environment and Development Services, to report.

10. Date and time of the next meeting: -

- Tuesday 26th March, 2013, to start at 10.00 am in the Rotherham Town Hall.

**CABINET MEMBER FOR CULTURE AND TOURISM
5th February, 2013**

Present:- Councillor Rushforth (in the Chair); Councillors Wallis and Andrews.

F35. DECLARATIONS OF INTEREST.

There were no Declarations of Interest to report.

F36. MINUTES OF THE PREVIOUS MEETING HELD ON 15TH JANUARY, 2013.

The minutes of the previous meeting of the Cabinet Member for Culture and Tourism held on 15th January, 2013, were considered.

In relation to Minute Number F.33 (Communication Updates), it was noted that the meeting that had taken place in relation to improving business tourism to local areas had been arranged by the Yorkshire and Humberside Local Authorities, and not the Local Enterprise Partnership Board as stated.

Resolved: - That, with the amendment shown above, the minutes of the previous meeting be agreed as an accurate record for signature by the Cabinet Member.

F37. ATHLETICS STADIUM BUDGET SAVINGS, 2013/14.

Resolved: - That consideration of this report be deferred until a further meeting due to be held on Wednesday, 6th February, 2013.

F38. TREES AND WOODLANDS BUDGET SAVINGS, 2013/14.

Resolved: - That consideration of this report be deferred until a further meeting due to be held on Wednesday, 6th February, 2013.

F39. BOWLING GREEN BUDGET SAVINGS, 2013/14.

Resolved: - That consideration of this report be deferred until a further meeting due to be held on Wednesday, 6th February, 2013.

F40. GRANT BUDGET SAVINGS, 2013/14.

Resolved: - That consideration of this report be deferred until a further meeting due to be held on Wednesday, 6th February, 2013.

F41. PLAY AREA INSPECTION BUDGET SAVINGS, 2013/14.

Resolved: - That consideration of this report be deferred until a further meeting to be held on Wednesday, 6th February, 2013.

F42. HERITAGE SERVICES - SERVICE OFFER, 2013/14.

Consideration was given to the report presented by the Customer Services and Cultural Manager, Environment and Development Services, which outlined consideration and proposals relating to the Heritage Service's service delivery model, along with potential opportunities to release savings.

This process had taken into account local need (including visitor surveys and current usage), Statutory requirements (including the Statutory duty with regard to public records and archives under the Freedom of Information Act) and available resources.

Two options for opening hours had been proposed and authorisation was requested to begin consultation with stakeholders, staff and service users. The options were: -

Option 1: -

- Close Clifton Park Museum and the Archives and Local Studies searchroom at 4.00 pm, Monday to Thursday and on Saturdays (currently closed at 5.00 pm).
- Close Clifton Park Museum on Sundays (currently opened 1.30 pm - 4.30 pm).

This would not impact upon the Archives and Local Studies searchroom as it did not open on a Sunday.

Option 2: -

- Close Clifton Park Museum and the Archives and Local Studies searchroom on one full day (currently open 10.00 am - 5.00 pm, except Fridays).

This would probably lead to a realignment of which days the museum and the searchroom were open.

It was noted that the relocation of the York & Lancaster Regimental Museum to Clifton Park Museum would not be affected by the proposals.

The submitted report outlined the annual efficiency savings that would be achieved through the proposals. The report also outlined the risks and uncertainties that could follow if either option was adopted. The Customer and Cultural Services Manager confirmed that the implementation of any changes would be managed to ensure that any risks were mitigated as far as possible and that on-going reviews would also take place.

Through the consultation process, alternative options may be suggested. These would be considered and brought to the Cabinet Member in a further report outlining the outcomes of the process.

Resolved: - (1) That the proposal to reduce the opening hours at Clifton Park Museum by eight hours per week and to reduce the openings hours at the Archives and Local Studies searchroom by five hours per week be agreed.

(2) That consultation take place with customers and stakeholders on the allocation of the revised opening hours.

(3) That a further report be presented to the Cabinet Member for Culture and Tourism outlining the outcome of the consultation process.

(4) That the opening days be changed if the Registration and Marriage Service is re-located to Clifton Park Museum.

F43. COMMUNICATION UPDATES.

Resolved: - That consideration of this item be deferred.

F44. DATE AND TIME OF THE NEXT MEETING: -

Resolved: - That the next meeting of the Cabinet Member for Culture and Tourism take place on Wednesday 6th February, 2013, to start at 1.30 pm in the Rotherham Town Hall.

CABINET MEMBER FOR CULTURE AND TOURISM
6th February, 2013

Present:- Councillor Rushforth (in the Chair).

Apologies for absence were received from Councillors Wallis and Andrews.

F45. DECLARATIONS OF INTEREST.

There were no Declarations of Interest to record.

F46. ATHLETICS STADIUM BUDGET SAVINGS 2013/14.

Further to Minute No. F37 (Athletics Stadium budget savings, 2013/14) of the Cabinet Member for Culture and Tourism held on 5th February, 2013, consideration was now given to a report relating to a proposal to close the Herringthorpe Athletics Stadium for general use to help to meet budget targets for 2013/14.

The submitted report, presented by the Leisure and Community Services Manager, Environment and Development Services, outlined the current usage of the Herringthorpe Athletics Stadium during 2012/13, and the proposed usage against the different functions during 2013/14. It was noted that the proposal to close the Athletics Stadium would achieve a budget saving of £60,000. If implemented, the proposal would put four members of staff at risk of redundancy. It was noted that the F1 form and an Equality Impact Assessment had been conducted on the proposal.

Rotherham Harriers Athletics Club was a key partner to the Athletics Stadium, and it was proposed that Officers enter into discussions with them to explore the Club taking on a license agreement. The possible operation of the license agreement was outlined in the submitted report, and would likely involve the Council retaining responsibility for the external repair and maintenance of the buildings, the running track and general grounds maintenance work.

The risks and uncertainties associated with the proposal were considered in the report. It was noted that if an agreement with the Rotherham Harriers Athletics Club could not be reached, the Stadium and site would be completely closed.

Discussion ensued on the proposal: -

- Impact on staff;
- Potential for other interested groups to become involved.

Resolved: - (1) That the proposal to close the Herringthorpe Athletics Stadium for general use be approved.

(2) That Environment and Development Services Officers enter into discussions with Rotherham Harriers Athletics Club in order to explore the possibility of establishing a license agreement to enable the Stadium to continue as an athletics venue.

F47. TREES AND WOODLANDS BUDGET SAVINGS 2013/14.

Further to Minute No. F38 (Trees and Woodlands budget savings, 2013/14) of the Cabinet Member for Culture and Tourism held on 5th February, 2013, consideration was now given to a report relating to a proposal to remove £70,000 from the Service's budget. The proposal would mean that the Service would become 'reactive only'.

The report, presented by the Leisure and Community Services Manager, Environment and Development Services, outlined the Council's legal responsibilities in relation to the trees that it owned. The report noted the functions that the Trees and Woodlands Service had undertaken in 2012/13, and the proposed functions that would continue during 2013/14.

It was noted that tree works were undertaken on behalf of the Council through a contract with Glendale Countryside Limited; the contract was managed by the Trees and Woodlands Team. Legal Services had examined the proposals and did not identify any conflict with the existing contract.

The risks and uncertainties in relation to the proposals were set out in the report. The proposed change to re-focusing on reactive works was considered to be a high-risk approach for the Council.

Although there was a total cash saving proposed of £70,000, it was likely that the proposal would mean that the Trees and Woodlands Service were unable to increase their income through undertaking external works, it would be more likely that a net saving of £65,000 would be achieved.

Resolved: - (1) That the approval to reduce the Trees and Woodlands Service budget by £70,000 be approved.

(2) That, as the proposal meant the Trees and Woodlands Service were unlikely to meet an external income target of £5,000, the net budget saving of £65,000 be approved.

F48. BOWLING GREEN SAVINGS 2013/14.

Further to Minute No. F39 (Bowling Green budget savings, 2013/14) of the Cabinet Member for Culture and Tourism held on 5th February, 2013, consideration was now given to a report relating to a proposal to cease maintenance of the Council's bowling greens (with the exception of those at Clifton Park), in order to meet budget savings for 2013/14. The proposal to reduce the bowling greens maintained by the Council from eleven to four would contribute to a budget saving of £30,000.

The submitted report, presented by the Leisure and Community Services Manager, Environment and Development Services, related to ceasing maintenance at the following bowling greens: -

- Barkers Park
- Bradgate Park (x 2)
- Greasbrough Park

- Maltby Coronation Park
- Valley Park (x 2)

The proposal had been discussed with Rotherham's Community Engagement Office, and the appropriate F1 form and Equality Impact Assessment form had been undertaken.

All user groups would be invited to express an interest in taking on the responsibility for maintenance of the grounds. Environment and Development Services Officers would work with the group(s) that expressed an interest.

The risks and uncertainties associated with the proposal were considered within the submitted report. The risks linked to public concern at the loss of the bowling greens, and the risk of anti-social behaviour and vandalism at the sites concerned.

Resolved: - (1) That the cessation of maintenance at the RMBC-owned and managed bowling greens, as outlined within the submitted report, be approved.

(2) That invitations be issued to bowling clubs and/or other suitable and interested parties to express an interest in taking over the responsibility for maintenance of affected greens at their own expense.

F49. GRANT BUDGET SAVINGS 2013/14.

Further to Minute No. F39 (Grant Budget savings, 2013/14) of the Cabinet Member for Culture and Tourism held on 5th February, 2013, consideration was now given to a report relating to a proposal to remove two grant budgets in order to make saving targets required for 2013/14.

The submitted report, presented by the Leisure and Community Services Manager, Environment and Development Services, outlined the two grants under consideration, these were 'Third Party Funding Grant' and the 'Space for Schools and Arts Fund'. Removal of the grant budgets would contribute to a saving of £30,000.

The submitted report outlined the previous totals and use of the grants. The potential risks and uncertainties associated with the proposal were also outlined.

Resolved: - That the removal of the Third Party Funding Grant and the Space for Sports and Arts Fund be approved.

F50. PLAY AREA INSPECTION BUDGET SAVINGS 2013/14.

Further to Minute No. F40 (Play Area Inspection budget savings, 2013/14) of the Cabinet Member for Culture and Tourism held on 5th February, 2013, consideration was now given to a report relating to a proposal to introduce charges in order to make savings required to help meet the budget savings target for 2013/14 of £9,000.

The proposal related to introducing charges to parish councils for the Play Area Inspection Service of £20 per month per play area inspection. The

submitted report outlined the total annual cost for the 2013/14 financial year to each parish council.

If every parish council instructed the Green Spaces Team, Environment and Development Services, to carry out the inspections, there would be a budget saving of £9,000, however, this saving would reduce if parish councils opted to undertake the inspections in other ways.

The submitted report outlined the risks and uncertainties associated with the proposal.

Resolved: - That the proposal to introduce new charges to parish councils for play area inspections be approved.

F51. DATE AND TIME OF THE NEXT MEETING: -

Resolved: - That the next meeting of the Cabinet Member for Culture and Tourism take place on Tuesday 12th March, 2013, to start at 10.00 am in the Rotherham Town Hall.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Culture and Tourism
2.	Date:	12th March, 2013
3.	Title:	Receipt of two e-petitions in relation to Herringthorpe Playing Field.
4.	Programme Area:	Environment and Development Services

5. Summary

This report presents a summary of two e-petitions, hosted by the Council's Democratic Services Team, that raise issues in respect of the Council's proposal to lease land at Herringthorpe Playing Fields to Rotherham Rugby Club Limited.

6. Recommendations

1. That the Cabinet Member notes the petitions and that the issues raised in both are included in a report that will be taken to Cabinet in the near future to feedback comments received as part of the process of advertising the land for lease.
2. That it be noted that the petitions were reported to the Council meeting held on 6th March, 2013.

7. Proposals and Details

This report presents a summary of two e-petitions, hosted by the Council's Democratic Services Team, which raise issues in respect of the Council's proposal to lease land at Herringthorpe Playing Fields to Rotherham Rugby Club Limited.

The first e-petition states:

'We the undersigned petition the council to refuse to lease and/or dispose of land on Herringthorpe Playing Fields to Rotherham Rugby Club Ltd Herringthorpe Playing Fields were opened by the Right Honourable George Lansbury M.P, where in declaring the fields open for ever, he paid tribute to the Council for bringing to the services of the community all the amenities that a community needs.....'

The fields were devoted to the service of all, and he had great pleasure in declaring them open for ever."

This e-petition ran from 13/11/2012 to 31/01/2013 and contains the names of 28 people

The second e-petition states:

'We the undersigned urge the council to approve the proposed lease with Rotherham Rugby Club Ltd to provide decent facilities to be developed for amateur rugby. Rotherham Rugby Club Ltd want to provide decent facilities at no cost to the council. Please support us and help the club develop facilities that the entire town can be proud of.'

This e-petition ran from 07/12/2012 to 31/01/2013 and contains the names of 187 people.

It is proposed that the issues raised in both petitions are included in a report that will be taken to Cabinet in the near future to feedback comments received as part of the process of advertising the land for lease.

8. Finance

N/A

9. Risks and Uncertainties

N/A

10. Policy and Performance Agenda Implications

Both petitions relate to the Cabinet decision for officers to enter into discussions with Rotherham Rugby Club Ltd in respect of a lease agreement for a section of land at Herringthorpe Playing Fields.

11. Background Papers and Consultation

Report to Cabinet, 23rd March 2011, Rotherham Rugby Club Ltd.

Contact Name: Steve Hallsworth – Leisure & Community Services Manager,
Extension 22483, e-mail steve.hallsworth@rotherham.gov.uk

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member for Culture and Tourism
2.	Date:	Tuesday 12th March, 2013
3.	Title:	Customer and Cultural Services Fees and Charges 2013-14
4.	Directorate:	Environment and Development Services

5. Summary

The report outlines proposals arising from the annual review of fees and charges for services within Customer and Cultural Services.

6. Recommendations

6.1: That the fees and charges set out in Appendix A are approved

7. Proposals and Details

The annual review of fees and charges for Customer and Cultural Services has recently taken place. Where appropriate, proposed charges have been increased by at least the rate of inflation. Where charges have been increased by less than the inflation rate or remain the same, this is either because increasing a price would incur additional costs (e.g. changing ticket/photocopying machines) or because managers feel that a unit price increase would reduce overall income due to its impact on levels of business. It should be noted that several core services still remain essentially free of charge e.g. public library service, museum service, archives and local studies service. Where there is a charge there is often a concessionary rate.

In most cases the proposed charges would take effect on 1st April 2013. However, as indicated in Appendix A, proposed changes to the charges for the Civic Theatre would take effect from 1st September 2013 and remain in place until 31st August 2014.

Appendix A includes details of charges from 2012-13 and proposed charges for 2013-14. All changes are highlighted in red.

8. Finance

The proposed increases are expected to generate the levels of income required to operate services within available budgets. The impact of the charges will be closely monitored to ensure that income targets are being reached and that prices are reviewed throughout the year as demand dictates.

9. Risks and Uncertainties

Any cost increase can have an adverse impact on levels of business and this can make it difficult to meet income targets. Service Managers will continue to monitor usage and act on customer feedback where appropriate

10. Policy and Performance Agenda Implications

Sustainability: The proposals outlined will make a contribution to the financial sustainability of the service.

Corporate priorities: The services provide meet the priorities of:

- Contributing to people in our poorest communities being in work and/or in training
- The creation of new businesses
- Increasing participation in and satisfaction with cultural activities
- Fostering and increasing a sense of local pride and enjoyment in cultural activity
- Helping create a safe & healthy community and encouraging people from different backgrounds to get on well together

11. Background Papers and Consultation

The charges have been developed in consultation with Service Managers across Cultural Services.

Appendix A: Cultural Services fees & charges 2013-14

Appendix B: Cultural Services concessionary use application form

Contact Name :

Tel: Elenore Fisher, Customer & Cultural Services Manager

E-mail: Elenore.fisher@rotherham.gov.uk

Tel: ext 23623

CULTURAL SERVICES FEES AND CHARGES 2013/14

	2012/13 Full price	2012/13 Conc/Rothercar d	2013/14 Full price	2013/14 Conc/Rothercar d
HERITAGE SERVICES - Clifton Park Museum, York and Lancaster Regimental Museum Boston Castle, Archives and Local Studies				
ROOM HIRE (Non Vatable) discounts available for bookings over 6 hours or block bookings				
Hire of Museum (Special Conditions apply)	On application	On application	On application	On application
Gallery Hire (Category B) during normal Museum public opening hours (Mon-Thurs) per hour	£25.00	£16.25	£25.60	£16.65
Gallery Hire (Category B) (Mon. to Thurs. 9 a.m. - 10 a.m.) per hour	£25.00 + caretaking cost	£16.25 + caretaking cost	£25.60 + caretaking cost	£16.65 + caretaking cost
Gallery Hire (Category B) Fridays 9 a.m. - 4.30 p.m. per hour	£25.00 + caretaking cost	£16.25 + caretaking cost	£25.60 + caretaking cost	£16.65 + caretaking cost
Gallery Hire (Category B) Saturday and Sunday and outside normal public opening hours	£29.50 + caretaking cost	£29.50 + caretaking cost	£30.25 + caretaking cost	£30.25 + caretaking cost
Caretaking cost per hour	£14.00	£14.00	£14.35	£14.35
Gallery Hire to non RMBC organisations(same criteria as RMBC except hourly rate)	Minimum £27.50	Minimum £27.50	Minimum £28.25	Minimum £28.25
Hire of Boston Castle (Special Conditions apply)	On application	On application	On application	On application
Boston Castle Earl's Room (Category B) during normal opening hours	£25.00	£16.25	£25.60	£16.65
Boston Castle Earl's Room (Category B) Saturday and Sunday and outside normal opening hours	£29.50 + caretaking cost	£29.50 + caretaking cost	£30.25 + caretaking cost	£30.25 + caretaking cost
Boston Castle Earl's room Hire to non RMBC organisations(same criteria as RMBC except hourly rate)	Minimum £27.50	Minimum £27.50	Minimum £28.25	Minimum £28.25
Caretaking cost per hour	£14.00	£14.00	£14.35	£14.35
Cancellation of Room Bookings at Clifton Park Museum or Boston Castle:				
Charge for room booking cancelled on day	100%	100%	100%	100%
Charge for room booking cancelled within the week	80%	80%	80%	80%
Charge for room booking cancelled within the month	50%	50%	50%	50%
Hospitality/Refreshments	On application	On application	On application	On application
Licensing applications	Cost plus 20%	Cost plus 20%	Cost plus 20%	Cost plus 20%
Overhead Projector per hour	£5.30	£5.30	£5.45	£5.45
Overhead Projector full day (9 a.m.-5 p.m.)	£12.50	£12.50	£12.80	£12.80
Flip Chart Stand (including pad) per session	£8.05	£8.05	£8.25	£8.25
Television and Video per hour	£6.10	£6.10	£6.25	£6.25
Powerpoint Projector per hour	£6.10	£6.10	£6.25	£6.25
Powerpoint Projector full day 9 am - 5 pm	£17.30	£17.30	£17.75	£17.75
Laptop per hour	£6.10	£6.10	£6.25	£6.25
Laptop full day 9 am - 5 pm	£17.30	£17.30	£17.75	£17.75
Display Cases	Price by negotiation	Price by negotiation	Price by negotiation	Price by negotiation
Transport of Display Cases	to at least cover costs	to at least cover costs	to at least cover costs	to at least cover costs
Installation of Display Cases	to at least cover costs	to at least cover costs	to at least cover costs	to at least cover costs
Display Boards	Price on application	Price on application	Price on application	Price on application
**Schools - non Vat if Rotherham LEA, Vatable for schools outside Rotherham LEA ** Each session is a maximum of 2 hours. The maximum class size is 30. Bookings for more than 1 group per visit will receive a reduction of 25p per child. Prices are the same for all schools, with VAT being charged for schools outside Rotherham LEA and academies				
**School Sessions delivered at the Heritage Service venue to include the Yorkshire Range	£4.00 per child	£4.00 per child	£4.00 per child	£4.00 per child
(this includes all materials and resources)				
**School Sessions delivered at the Heritage Service venue excluding the Yorkshire Range	£3.00 per child	£3.00 per child	£3.00 per child	£3.00 per child
(this includes all materials and resources)				
**School based sessions inclusive of travel expenses	£3.75 per child	3.75 per child	£3.75 per child	3.75 per child
Activities - non VAT if educational				
Workshops/Holiday Activities/Tours/Masterclasses	Variable to at least cover costs + 10%	Variable to at least cover costs	Variable to at least cover costs + 10%	Variable to at least cover costs
Reminiscence Box excl. delivery	£16.05	£16.05	£17.00	£17.00
Talk by staff/Guided Tours (non-VAT) (up to 2 hours including preparation)	Minimum of £39.15	Minimum of £39.15	Minimum of £40	Minimum of £40
Object Identification/Research Enquiries*:				
In person up to 1hour	Free	Free	Free	Free
Over 1 hour in person	£25.75	£25.75	£26.40	£26.40
Research enquiries by post, e-mail or fax up to half an hour	£14.10	£14.10	£14.45	£14.45
Research enquiries by post, e-mail or fax per hour or part thereof	£25.75	£25.75	£26.40	£26.40
Archives & Local Studies Research Enquiries including York & Lancs*:				
Basic research (up to 15 minutes)	£7.10	£7.10	£7.25	£7.25
Research up to half an hour	£14.10	£14.10	£14.45	£14.45
Research per hour or part hour thereafter	£25.75	£25.75	£26.40	£26.40
Handling charge - e-mail, fax, postal and telephone orders (1-5 copies)	£3.30	£3.30	£3.40	£3.40
Handling charge - e-mail, fax, postal and telephone orders (6-10 copies)	£5.45	£5.45	£5.60	£5.69
Handling charge - e-mail, fax, postal and telephone orders (11-20 copies)	£8.15	£8.15	£8.35	£8.35
Handling charge - e-mail, fax, postal and telephone orders (21-30 copies)	£10.80	£10.80	£11.05	£11.05

	Full price	Conc/Rothercard	Full price	Conc/Rothercard
Handling charge - e-mail, fax, postal and telephone orders (Over 31 copies)	£14.10	£14.10	£14.45	£14.45

	Full price	Conc/Rothercar d	Full price	Conc/Rother ard
Postage*				
A4 1-10 copies up to 100 grams	£0.75	£0.75	£0.75	£0.75
A4 11-30 copies up to 200 grams	£1.15	£1.15	£1.15	£1.15
A4 larger orders to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
A3 1-5 copies up to 100 grams	£0.75	£0.75	£0.75	£0.75
A3 6-15 copies up to 200 grams	£1.15	£1.15	£1.15	£1.15
Larger orders (UK) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Overseas orders mark as airmail small packet (Europe):				
A4 1-10 copies up to 100g	£1.65	£1.65	£1.70	£1.70
A3 1-5 copies up to 100g	£1.65	£1.65	£1.70	£1.70
A3 6-10 copies up to 200g	£2.30	£2.30	£2.35	£2.35
Larger orders (Europe) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Overseas orders mark as airmail small packet (Australia, USA, Canada):				
A4 1-10 copies up to 100g	£2.05	£2.05	£2.10	£2.10
A3 1-5 copies up to 100g	£2.05	£2.05	£2.10	£2.10
A3 6-10 copies up to 200g	£3.50	£3.50	£3.60	£3.60
Larger orders (Australia, USA, Canada) to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Digital Copies:				
In jiffy bag per CD Rom up to 250g (UK)	£2.15	£2.15	£2.20	£2.20
In jiffy bag per CD Rom up to 250g (Europe)	£2.70	£2.70	£2.75	£2.75
In jiffy bag per CD Rom up to 250g (Australia, USA, Canada)	£4.35	£4.35	£4.45	£4.45
Photo quality copies to be calculated according to weight of package	Costed on request	Costed on request	Costed on request	Costed on request
Photocopies by staff*:				
A3 Black and White	£0.60	£0.60	£0.60	£0.60
A4 Black and White	£0.40	£0.40	£0.40	£0.40
A4 Colour	£1.85	£1.85	£1.90	£1.90
A3 Colour	£2.70	£2.70	£2.75	£2.75
Copies from microfilm/microfiche*:				
A4 Black & White	£0.50	£0.50	£0.50	£0.50
A3 Black & White	£0.70	£0.70	£0.70	£0.70
Digital Copies - Maps & Aerial Photos*				
Black & White	£0.70	£0.70	£0.70	£0.70
Colour	£1.15	£1.15	£1.15	£1.15
Digital Copies - Other*:				
Digital photo with own camera (per photo)	£0.50	£0.50	£0.50	£0.50
Black & White Paper	£0.70	£0.70	£0.70	£0.70
Colour Paper	£1.15	£1.15	£1.15	£1.15
Photo Quality Copies*:				
6" x 4" Black & White/Colour	£4.85	£4.85	£4.95	£4.95
7" x 5" Black & White/Colour	£5.25	£5.25	£5.40	£5.40
8" x 6" Black & White/Colour	£5.90	£5.90	£6.05	£6.05
10" x 8" Black & White/Colour	£6.40	£6.40	£6.55	£6.55
A4 Black & White/Colour	£7.20	£7.20	£7.40	£7.40
12" x 10" Black & White/Colour	£7.20	£7.20	£7.40	£7.40
Viewfinder Copies*				
(Community Libraries handling charge applies)				
Black & White A4 normal	£0.70	£0.70	£0.70	£0.70
Black & White A4 normal, 5 copies	£3.20	£3.20	£3.20	£3.20
Colour A4 normal	£1.15	£1.15	£1.15	£1.15
Each File (Standard 1-4 jpeg files ordered)	£2.15	£2.15	£2.20	£2.20
Each File (Standard if 5+ jpeg files ordered)	£1.95	£1.95	£2.00	£2.00
Photo Files on CD Rom	£1.15	£1.15	£1.15	£1.15
Photo research - if non-standard requirements (i.e. editing/scanning/retrieval) (per 15 minutes)	£6.7 + cost of photo/file	£6.7 + cost of photo/file	£6.85 + cost of photo/file	£6.85 + cost of photo/file
Reproduction Fee*:				
Scholarly/educational/non-profit making books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme				

	Full price	Conc/Rothercar d	Full price	Conc/Rothercar ard
1 transmission	£11.33	£11.33	£11.60	£11.60
Scholarly/educational/non-profit making books, journals, part works, CD roms, film/broadcast: world, all languages or world, 1 programme, unlimited use	£22.65	£22.65	£23.10	£23.20
Scholarly/educational/non-profit making websites (one-off licence fee) (non-VAT)	£27.30	£27.30	£28.00	£28.00
Commercial books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme, 1 transmission	£22.65	£22.65	£23.20	£23.20
Commercial books, journals, part works, CD roms, film/broadcast: world, 1 language or world, 1 programme, unlimited use	£56.15	£56.15	£57.55	£57.55
Commercial websites (one off licence fee) (non-VAT)	£82.40	£82.40	£84.45	£84.45
Transparency Reproduction Fee*: Special Images	Price on application	Price on application	Price on application	Price on application
Photography by request				
Transcriptions/Translations	£25.75	£25.75	£26.40	£26.40
Miscellaneous:				
Internet user per hour/half hour - Archives searchroom	Free	Free	Free	Free
Design, construction and advisory work carried out outside Cultural Services but within RMBBC:				
Materials	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Hired Equipment	At cost + 30%	At cost + 30%	At cost + 30%	At cost + 30%
Use of Hired Van	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%	At cost + fuel + 30%
Commission on Sales (Art/Craft/Exhibits)	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 20% prof./amateur	Min. 20% prof./amateur
PAT Testing	£3.70 per item	£3.70 per item	£3.80 per item	£3.80 per item
Use of Gallery in Museum for background photos	£46.35	£46.35	£47.50	£47.50
Shops - Mark-up	33%-100%	33%-100%	33%-100%	33%-100%
Fees for Consultancy Work*:				
Unskilled staff per day	£62.80	£62.80	min £62.80	min £62.80
Skilled staff per day	£188.85	£188.85	min £188.85	min £188.85
Professional staff per day	£439.30	£439.30	min £439.30	min £439.30
Box Office/Marketing				
Ticket Printing per ticket	£0.24	£0.18	£0.24	£0.18
Posting Tickets	£0.60	£0.60	£0.60	£0.60
Box Office Service - all events at Museum must sell tickets through Museum	17% commission	13% commission	17% commission	13% commission
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	£51.50	£51.50	Minimum £52.75	Minimum £52.75
Booking fee for card payments under £5.00	£0.50	£0.50	£0.50	£0.50
Storage (non-VAT)				
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m ²	£31.70	£20.60	£32.50	£21.10
Archaeology Box fees	Price on application	Price on application	Price on application	Price on application
LIBRARIES AND INFORMATION SERVICES				
Books (non-VAT)				
Overdue Charges per day open (Under 18s and over 60s exempt)	£0.15	£0.15	£0.15	£0.15
Overdue Charges maximum (Under 18s and over 60s exempt)	£6.00	£6.00	£6.00	£6.00
Talking Books (non-VAT)				
Hire Charges per week or part	Free	Free	Free	Free
Overdue Charges per day per title (Under 18s and over 60s exempt)	£0.15	£0.15	£0.15	£0.15
Overdue Charges maximum (Under 18s and over 60s exempt)	£6.00	£6.00	£6.00	£6.00
Compact Discs*				
Hire Charges per week or part	£0.75	£0.55	£1.00	£0.75
Overdue Charges per day open	£0.55	£0.55	£0.75	£0.75
Overdue Charges maximum	£7.50	£7.50	£7.50	£7.50
Video & DVDs:*				
Feature Films hire per 2 days	£2.20	£1.50	£2.30	£1.50
Feature Films Overdue per day	£1.10	£0.75	£1.30	£0.75
Overdue Charges maximum	£15.00	£15.00	£15.00	£15.00
Riverside Library Intermediate Band hire per week	£1.10	£0.75	£1.20	£0.75

	Full price	Conc/Rothercar d	Full price	Conc/Rothercar ard
Community Lib. Intermediate Band hire per week	£1.10	£0.75	£1.20	£0.75
Intermediate Band Overdue per day	£0.55	£0.55	£0.55	£0.55
Overdue Charges maximum	£12.00	£12.00	£12.00	£12.00
Disc Repair Service per disc	£1.00	£1.00	£1.00	£1.00
Overdue Notices (under 18s & over 60s exempt): (non-VAT)				
Riverside and Community Library Services	£0.55	£0.55	£0.55	£0.55
Reservations (non-VAT)				
Book per item (in stock within Rotherham Libraries)	£0.00	£0.00	£0.00	£0.00
Non-books per item	£0.50	£0.50	£0.50	£0.50
Inter-Library Loans	£6.00	£5.00	£7.00	£6.00
Lost & Irreparably Damaged Books, etc.: (non-VAT)				
Lost books/non-books - a suitable replacement copy provided by the borrower may be accepted as a replacement				
Adult Fiction Paperback	£6.00	£5.00	£6.00	£5.00
Adult Fiction Hardback	£10.00	£8.00	£10.00	£8.00
Adult Non-Fiction	£10.00	£8.00	£10.00	£8.00
Children's Fiction	£4.00	£3.00	£4.00	£3.00
Children's Non-Fiction	£6.00	£5.00	£6.00	£5.00
Lost/Irreparably Damaged Talking Books (non-VAT)				
Abridged Version	£6.00	£5.00	£6.00	£5.00
Unabridged Version	£20.00	£18.00	£20.00	£18.00
Lost/Irreparably Damaged CD-Roms & Compact Discs:				
Compact Discs	£6.00	£5.00	£6.00	£5.00
DVDs	£12.00	£10.00	£12.00	£10.00
Lost Library Tickets: (non-VAT)				
Discarded Library Books/CDs/Videos (non-VAT) (recommended charges but staff may use their discretion)				
Children's	£0.50	£0.50	£0.50	£0.50
AF hardback	£0.65	£0.65	£0.65	£0.65
ANF	£1.05	£1.05	£1.05	£1.05
or % original price whichever is greatest	15%	15%	15%	15%
Paperbacks	£0.30	£0.30	£0.30	£0.30
Discarded Compact Discs	£2.10	£2.10	£2.10	£2.10
Discarded Videos	£3.15	£3.15	£3.15	£3.15
Canvas Book Bags*	£1.50	£1.50	£2.00	£2.00
Photocopying:*				
A4	£0.10	£0.10	£0.10	£0.10
A3	£0.80	£0.80	£0.80	£0.80
Photocopying Colour:*				
A4	£0.50	£0.50	£0.50	£0.50
A3	£2.00	£2.00	£2.00	£2.00
Copies from microfilm*	£0.50	£0.50	£0.50	£0.50
Visibility - Charge for Braille Material (non-VAT):				
Individuals	Free	Free	Free	Free
Private Companies/Council Departments per sheet	£1.20 first sheet 70p subsequent sheets	£1.20 first sheet 70p subsequent sheets	£1.20 first sheet 70p subsequent sheets	£1.20 first sheet 70p subsequent sheets
Hire of Rooms (Greasbrough, Maltby, Mowbray, Swinton, Wath) (non-VAT):				
In opening hours per hour	£8.00	£8.00	£8.50	£8.50
Outside opening hours per hour	£8.00 + £14 caretaking	£8.00 + £14 caretaking	£8.50 + £14 caretaking	£8.50 + £14 caretaking
Display Cases*:				
Promotional Displays per month (insurance)	£11.60	£11.60	£11.60	£11.60
Promotional Displays per week	£3.00	£3.00	£3.00	£3.00
Commercial	Negotiable	Negotiable	Negotiable	Negotiable
IT Facilities:*				
Printing Black & White per copy A4	£0.10	£0.10	£0.10	£0.10
Printing Colour per copy A4	£0.50	£0.50	£0.50	£0.50
Printing Black & White per copy A3 (RVH)	£0.80	£0.80	£0.80	£0.80
Printing Colour per copy A3 (RVH)	£2.00	£2.00	£2.00	£2.00

	Full price	Conc/Rothercar d	Full price	Conc/Rothercar ard
Internet user per hour/half hour	Free	Free	Free	Free
IT support material	N/A	N/A	N/A	N/A
Use of ICT Centres*:				
Band A (libraries that can accommodate 12+ learners)	£24.00 per session	n/a	£24.50 per session	n/a
Band B (libraries that can accommodate 6-11 learners)	£12.00 per session	n/a	£12.50 per session	n/a
Band C libraries that can accommodate up to 6 learners)	£6.00 per session	n/a	£6.50 per session	n/a
Information Services*:				
List of companies per company name/detailed list per company name	£0.10 - £0.35	£0.10 - £0.35	£0.10 - £0.35	£0.10 - £0.35
Printouts from locally held (per company)	£0.35	£0.35	£0.35	£0.35
Printouts from British Standards (per copy)	£0.50	£0.50	£0.50	£0.50
Companies House Searches	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge	Company House Charge plus £1.20 handling charge
British Standards	Voucher Charge plus £1.20 handling charge	Voucher charge plus £1.20 handling charge	Voucher Charge plus £1.20 handling charge	Voucher charge plus £1.20 handling charge
Microfilm/Reader Printer	£0.50	£0.50	£0.50	£0.50
FAX Messages*:				
UK outgoing per A4 page	£1.00	£1.00	£1.00	£1.00
Plus handling charge	Free	Free	Free	Free
UK incoming per A4 page	£0.50	£0.50	£0.50	£0.50
	£2.00 first sheet	£2.00 first sheet	£2.00 first sheet	£2.00 first sheet
Rest of World outgoing per A4 page	£1.00 subsequent sheets	£1.00 subsequent sheets	£1.00 subsequent sheets	£1.00 subsequent sheets
Commission on sales	Variable	Variable	Variable	Variable
COMMUNITY ARTS (non VAT)				
<u>Workshops/holiday activities/Masterclasses/Activity</u>	variable to cover costs + 10%	variable to cover costs + 10%	variable to cover costs + 10%	variable to cover costs + 10%
Riverside House Library, Heritage and Arts Space				
Gallery Hire (minimum 3 week hire for approved exhibitions)	Negotiable	Negotiable	£250.00	£250.00
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space)			£53.10	£53.10
Projector			Negotiable	Negotiable
Display cases			Negotiable	Negotiable

Cultural Services
Hire of Meeting Rooms and Other Spaces
Application for concessionary use

Applications for Concessionary Use of Facilities and/or services

Concessionary Use Policy

Applications for concessionary use of certain RMBC Cultural Services facilities are considered where the hirer can demonstrate that the activity helps to meet the strategic objectives of RMBC's Cultural Services Service Plan or where an event is held in aid of the Mayor's Charity.

Terms and Conditions

1. Applications must be made in writing, using this form, no less than six weeks prior to the date of hire.
2. A decision on concessionary use will be made by the local service manager in line with the tariff sheet for the facility concerned and on the basis of the case made in the application form.
3. 10% discount will be awarded in respect of each strategic service objective met up to a maximum of 35%.
4. An application for "free" use of a facility to host an event in support of the Mayor's Charity will be considered personally by the Director of Planning, Regeneration and Culture. If approved, it will be solely on the basis that any costs incurred by the service (including energy costs, security, all staffing and loss of income) are first reimbursed to the service.
5. Applications for concessionary use will not be accepted from commercial organisations, associated charities or affiliates, or from individuals or organisations working outside the boundaries of Rotherham Metropolitan Borough.

NB Charities are requested to state how they propose to deliver the service/activity and this must be by a 'not for profit' organisation only

Paul Woodcock,
Director of Planning, Regeneration and Culture

APPLICATION FOR CONCESSIONARY USE OF SITES/SERVICES/ FACILITIES

Date application received (office use only):

YOUR ORGANISATION

1. Name of your Organisation and regular meeting place (if any)

.....

2. Name and designation of person in the Organisation who is dealing with this application?

.....

4. Address to which any correspondence should be sent.

.....

.....

Daytime Tel. No. Evening Tel. No.

Fax. No. e-mail address:

5(a) Is your Organisation a Registered Charity? YES/NO

Registration No. if applicable:

5(b) Is your Organisation registered as a Limited Company? YES/NO

Registration No. if applicable:

6. What are the main aims/objectives of your Organisation?

.....
.....
.....

7. Which area of Rotherham Metropolitan Borough benefits from your activity/services?

.....

* NOW TELL US ABOUT THE PROJECT/ACTIVITY FOR WHICH YOU ARE ASKING RMBC TO SUPPORT WITH CONCESSIONARY USE:

8. Site/Service/Venue required:

.....

9. Describe the activity, event, project you are organising and for which you are seeking concessionary use from RMBC:

.....
.....
.....

Date(s) required:

14. How much in total will the event/project/activity cost? (Please enclose a copy of the outline budget for your project if this is anything other than a meeting or series of meetings).

.....

15. What other attempts are you making to raise money for the event/project/activity?

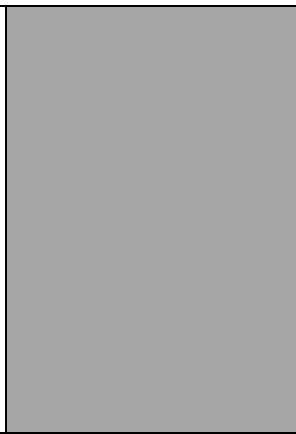
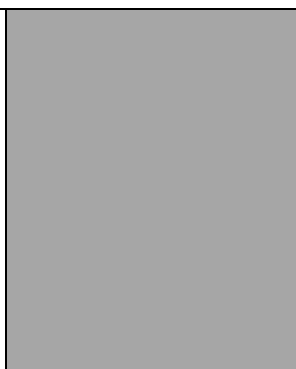
.....
.....

16. Are you receiving or have you previously received any assistance (financial, concessionary use, prizes, etc.) from Rotherham Metropolitan Borough Council over the past three years? (please specify):

.....
.....
.....

We are applying for concessionary use of the above premises on the grounds that the activity we intend to use it for contributes to the strategic objectives of Corporate Objectives

Objectives	How our activity helps meet this objective (up to 60 words against each relevant objective)	OFFICE USE ONLY Objective met/not met
<p>Directorate / Corporate Objectives</p> <ul style="list-style-type: none"> • Making sure no community is left behind • Work with partners to help our poorest communities to find and keep better jobs, by increasing the number of adults with relevant skills <p><i>Explain how your activity will contribute to people in our poorest communities being in work and/or in training</i></p>		
<p>Directorate/Corporate objectives</p> <ul style="list-style-type: none"> • Providing quality education: ensuring people have opportunities to improve skills, learn and obtain a job • Help people in our poorest communities who want to set up new businesses <p><i>Explain how your activity will help towards the creation of new businesses</i></p>		

<p>Directorate/Corporate objectives</p> <ul style="list-style-type: none"> • Continue to support the establishment of a new railway station, community stadium and other major town centre schemes <p><i>Explain how your activity will increase participation in and satisfaction with cultural activities in Libraries, Heritage and Arts</i></p>	<p>Specifically for people booking Riverside Libraries, Heritage and Arts spaces</p>	
<p>Directorate/corporate objectives</p> <ul style="list-style-type: none"> • Support and promote a range of activities to attract people to use cultural services <p><i>Explain how your activity will increase participation and enjoyment of cultural activities</i></p>		

<p>Directorate/corporate objectives</p> <ul style="list-style-type: none"> • Encourage people to look after and develop cultural facilities and activities themselves <p><i>Explain how your activity will help to foster and increase a sense of local pride and enjoyment in cultural activity.</i></p>		
<p>Directorate/corporate objectives</p> <ul style="list-style-type: none"> • Help to create safe and healthy communities • One Town One community – make sure people feel happy where they live and that people from different backgrounds get on well together <p><i>Explain how your activity will help towards a safe and healthy community and encourage people from different backgrounds to get on well together</i></p>		

OFFICE USE ONLY	Number of criteria satisfied:	
Summary of decision on eligibility for concessionary use		
No of criteria satisfied:		
Percentage discount agreed		
Financial value of discount agreed		
Name of officer making the decision		
Job title of officer making the decision		
Signature of officer making the decision		
Date		

Culture includes: **the performing arts:** music, drama, dance, combined arts and festivals

the visual arts: fine art, craft, sculpture, fashion, photography

celebration: tourism and festivals

media: film, television, video, design, language

the written word: libraries, literature, writing, publishing

heritage: museums, artefacts, archives, the built heritage, architecture, landscape, urban parks

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Culture and Tourism
2.	Date:	12th March, 2013
3.	Title:	Mobile Library – Service Offer
4.	Directorate:	Environment and Development Services

5. Summary

- * Proposal to combine vehicle based library provision into one dedicated service
- * Proposals for realigning the Mobile Library stops inline with the Library Strategy 2011-15, which aims to deliver a modern, vibrant library service.
- * An equalities analysis has been completed and a plan for customer engagement has been developed.
- * The proposal would release savings as previously identified as part of the Library Review

6. Recommendations

- **In line with the Library Review Cabinet Member approves the proposal to combine the vehicle based library provision into one dedicated service that can share resources and offer a more responsive customer focused service.**
- **Cabinet Member endorses the implementation of the new Mobile Library timetable**

7. Proposals and Details

Background Information – Mobile Library

The mobile service currently visits locations throughout the Borough targeting areas where there is either a geographical gap in static library provision or a lack of access to library services. The latter may be because of a lack of public transport in some of the more rural locations or because there is a barrier created by age or health. The age profile for the Service is predominantly elderly. As the vehicle covers the whole of the Borough there is a wide variety of users from different backgrounds.

The mobile is a larger type of vehicle, 10 meters in length, and designed to deliver library services accessed from major roads only. It entered service in July 2008.

The mobile service visits 28 villages with at least one stop in each (total of 69 stops). These stops are incorporated into 9 routes which are worked on a fortnightly rota with one day each fortnight available for servicing or maintenance at Hellaby Depot, as appropriate. During Week 1 the mobile is open to the public for 17 hours 40 minutes and during Week 2 for 15 hours and 15 minutes.

(Appendix 1 Current stop timetable)

Review of the current mobile library service

The Mobile Library Team carried out a SWOT Analysis on the current service, which identified a number of opportunities to improve service delivery, including the development of bespoke community activities, a review of the timetable and improved links with other agencies, including schools.

In response to this staff exercise a period of monitoring and evaluation was conducted alongside the Library Review Consultation timetable. In this period (Summer 2012) the staff recorded who accessed the service at what stop and for how long. The results of the Library Review impacted directly on the Mobile Service with the closure of Kimberworth Park as it was felt the Mobile could offer support to regular customers. Therefore a review of the existing timetable was required.

Booklink

Booklink is a mobile library service which visits sheltered accommodation units and residential and nursing homes. It provides a walk-on service and a home delivery service to anyone in the establishments visited.

It provides an exchange collection service to residential homes, nursing homes, day centres and sheltered accommodation units.

It is a home delivery service providing collections of books and/or AV to those who for reason of infirmity or disability are unable to access a static service point on their own.

The stock carried by the Book Link service is, by necessity, large; comprising ordinary print and large print books – both fiction and non-fiction, spoken word on cassette and CD, together with a collection of DVDs. We also carry a

comprehensive collection of books in Braille. The majority of the stock is kept in a shelved stack upstairs at Maltby Library Headquarters, with the vehicle carrying a selection of approximately 861 items.

As the space on the Book Link vehicle is so limited, stock is rotated regularly from the static collection to ensure that customers have access to the full range of items.

Because of the limited stock space, and customer space, on the vehicle, where customers' requirements are known to staff their items will be packed and bagged in advance to ensure a smooth service delivery. Items are also packed in advance for delivery to those customers at sheltered accommodation and residential/nursing homes who are unable to access the vehicle.

In addition, to further meet the needs of the library users who are housebound, staff in community libraries select items from their own stock for delivery by Book Link, but the bulk of the stock preparation is undertaken at Maltby, particularly for those customers who would formerly have been serviced by the "Central Library" home delivery service, which is now also undertaken by Book Link. Items are selected by staff members according to recorded preferences for each customer, then issued and bagged in individual labeled bags ready for delivery.

Book Link has a complex three weekly rota system that brings together a comprehensive integrated service balancing home delivery with walk on access.

At the same time as the new Book Link service was rolled out in September 2011 a new vehicle was required for the service, due to the age and condition of the one in use at that time. It was decided that a smaller, transit van type vehicle would be more economical and provide greater accessibility to sites, whilst still allowing customer access and the space for the required number of loan items. The new vehicle also allowed the opportunity for the Book Link service to be part of the Talis computerised library management system, which up until this point it had not.

(Appendix 2 Booklink Rota

Appendix 3 Addresses served by Booklink

Appendix 4 Home Library Service (HLS) delivery routes)

A new phase of development "Libraries on the go!"

In line with the Library Review the proposal is to combine the vehicle based library provision into one dedicated service that can share resources and offer a more responsive customer focused service. The anticipated major change for some customers will be receiving direct delivery from Booklink instead of the walk on service offered by the Mobile Library. (an Impact Assessment has been completed and considered as part of these proposed changes).

The Mobile Library will have a rationalised timetable that is focused on delivering services to areas of disadvantage in line with the current corporate agenda. It will retain some of the existing stops and will simplify the timetable creating ease of use for customers.

Opportunities for Delivering Improved Services:

Changes to the mobile rota mean promotional activities can be conducted in different community venues. For example, the “stand down” Monday can be utilised.

The new timeslots for the mobile will allow for outreach work to happen and we can also impact direct into the local community groups to ensure we promote all avenues of potential footfall.

Having a weekly rota for the mobile will allow for development of regular activities – for example book clubs / rhymetimes / although creative ways of using the space will need to be implemented.

We have received suggestions on change of use for the mobile – e.g. art bus / health information point / benefits clinic. Having a clear and regular timetable with more time at centrally placed locations will allow for this development work to be rolled out.

Improvements to the Booklink strand would be around consolidating a customer focused service with varying options – choose and receive service / walk-on and browse access.

Proposed Mobile Timetable:

Monday	Tuesday	Wednesday	Thursday	Friday
Stand Down Vehicle Checks	10.00-11.00 Harley Hoodhill Road	10.00-11.00 Whiston Sandringham Avenue	10.00-11.00 Firbeck Black Lion	10.00-11.00 Harthill Woodhall Lane
	11.15-12.15 Wentworth Main St Car Park	11.15-12.15 Whiston Sorrel Sykes	11.15-12.15 Woodsetts Butchers Arms	11.15-12.15 Todwick Pastures
Promotional Visits	1.30-2.30 Kilnhurst Celandine Rise	1.30-2.30 Woodhouse Mill Hail Mary Drive		
	2.45-4.45 Thrybergh Parish Hall	3.00-4.00 Catcliffe St Mary’s Drive	2.00-5.30 Kimberworth Park Roughwood Road	1.30-2.30 Treeton Station Road
	5.00-6.00 Ravenfield Cavalier Car Park	4.15-5.15 Catcliffe Sheffield Road		2.45-4.00 Treeton Lymington Lane

Next Steps

- We have detailed customer data and can personalise the changes appropriate to the customers needs. For example, where a stop has been

removed we can direct the customer to Booklink or to the nearest static site. (Information available on request)

- As part of the Impact Assessment all clients have been evaluated and we have a document mapping the existing users and future provision access points.
- The new timetable will need to be communicated clearly and appropriately in line with the developing Marketing Strategy.

8. Finance

The savings are identified in the Library Review report submitted to Cabinet on the 21st November 2012 and state: 'Close 1 library (Kimberworth Park) reduce opening hours from 584 per week to 561 per week and refocus Mobile Library Services (total savings £180,666)'

Cabinet Min. No. C95 – That the new service model for the Library and Information Service be approved.

9. Risks and Uncertainties

Risks to customers have been assessed as part of the impact assessment process and appropriate mitigating actions have been stated.

Rationalisation of the services was identified as part of the Library Review failure to implement Libraries on the Go may jeopardise the Implementation Plan.

10. Policy and Performance Agenda Implications

Libraries contribute to the following priority outcomes:

- More people in our poorest communities are in work and training
- There are more successful new businesses
- More people come to the Town Centre for work, shopping and for things to do and see
- More people are in work or training and less are living on benefits
- People enjoy parks, green spaces, sports, leisure and cultural activities
- More people have formal qualifications and skills
- Babies and preschool children with a good start in life

Background Papers and Consultation

1. Needs Assessment Document - Library Review
 2. Library Review Consultation Feedback
 3. Impact Assessment Document
 4. Library Strategy
- Appendix 1 Existing Mobile Library Timetable
Appendix 2 Booklink Rota
Appendix 3 Addresses served by Booklink

Appendix 4 Home Library Service (HLS) delivery routes

12. Contact Name -- Jo Hinchliffe
Library Group Manager – Audience and Reader Development
01709 255506
Jo.hinchliffe@rotherham.gov.uk

Existing Mobile	Timetable	Appendix 1
Monday Week 1		Monday Week 2
Brecks	9:35am - 09:55am	Brecks
		9:35am - 9:55am

Whiston

Sorell Sykes	10:05am - 10:35am	Sorrell Sykes	10:05am - 10:35am
Sandringham Avenue	10:55am - 11:20am	Sandringham Avenue	10:55am - 11:20am
Reresby Crescent (btm)	11:25am - 11:45am	Reresby Crescent (btm)	11:25am - 11:45am
Reresby Crescent (top)	11:50am - 12:10pm	Reresby Crescent (top)	11:50am - 12:10pm
Lathe Road	12:15pm - 12:50pm	Lathe Road	12:15pm - 12:50pm

Whiston**Thrybergh**

School Lane	2:05pm - 2:25pm	School Lane	2:05pm - 2:25pm
March Bank	2:35pm - 2:55pm	March Bank	2:35pm - 2:55pm
Foljambe Drive (School)	3:20pm - 3:45pm	Foljambe Drive	3:05pm - 3:35pm
Parish Hall	3:55pm - 4:15pm	Parish Hall	3:55pm - 4:15pm

Thrybergh**Tuesday Week 1****Flanderwell**

Flanderwell School	9:45am - 11:45am
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Scholes

Louden Road	1:15pm - 1:45pm
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Blackburn

Baring Road	1:55pm - 2:15pm
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Dropping Well Lane	2:20pm - 2:50pm
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Catcliffe

Sheffield Road	3:30pm - 4:00pm
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Aston

The Chase	5:45pm - 6:15pm
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Tuesday Week 2**Ravenfield**

Ravenfield School	9:10am - 10:45am
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Brampton

Hurley Croft	11:45am - 12:05pm
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Garden Drive	12:10am - 12:40pm
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Wentworth

Main Street Car Park	2:15pm - 3:00pm
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Harley

Hoodhill Road	3:25pm - 4:05pm
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Sunnyside

Community Centre	5:35pm - 6:30pm
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Woodhouse Mill

Hail Mary Drive 6:25pm - 7:30pm

WoodlathesWoodlathes Road
(Opp. The Woodman) 6:35pm - 7:45pm**Wednesday Week 1****Kilnhurst**

Springfield Road 2:00pm - 2:20pm

Birdwell Road 2:25pm - 2:50pm

Rawmarsh

Queens Car Park 3:30pm - 4:30pm

Harding Avenue 4:40pm - 5:00pm

Rig Dyke Car Park 5:45pm - 6:15pm

New Meadows 6:25pm - 6:55pm

Wednesday Week 2**Ravenfield**

Braithwell Road 10:00am - 10:50am

Cavalier PH 11:10am - 11:40am

Spencer Drive 11:45am - 12:05pm

Laughton

Firbeck Lane 1:45pm - 2:05pm

School Road 2:10pm - 2:30pm

Hangsman Lane 2:55pm - 3:15pm

Todwick

The Meadows 3:45pm - 4:05pm

Rayls Road 4:10pm - 4:30pm

Pastures Shopping
Centre 4:35pm - 4:55pm

Hardwick Farm 5:00pm - 5:30pm

Thursday Week 1**Harthill**

Glebe Avenue 10:00am - 10:20am

Thorpe Salvin

Parish Oven 10:30am - 11:00am

Thursday Week 2*No Service today*

Harthill

De Warren 11:10am - 11:40am

Pryor Mede 12:00pm - 12:20pm

Carver Close 12:25pm - 12:45pm

Woodall Lane 2:00pm - 2:30pm

Woodall

Dow Carr Lane 2:40pm - 3:00pm

Hellaby

Parkstone Crescent 3:40pm - 4:10pm

Friday Week 1

Friday Week 2

Treeton

Station Road 12:10pm - 12:35pm

Park Avenue 12:40pm - 1:00pm

Bole Hill 2:15pm - 2:35pm

Washfield Lane 2:55pm - 3:25pm

Lymington Lane 3:30pm - 4:15pm

Firbeck

Black Lion 9:45am - 10:15am

Letwell

Gildingwells Road 10:45am - 11:15am

South Anston

Lockwood Avenue 11:50am - 12:10pm

Crowgate 12:15pm - 12:30pm

Woodsetts

Rockfield Drive 1:45pm - 2:15pm

Brandsmere Drive 2:20pm - 2:50pm

Butchers Arms 3:10pm - 4:15pm

Book Link	ROTA			Appendix 2
MON Wk 1	TUES Wk 1	WED Wk 1	THURS Wk 1	FRI Wk 1
A	B		D	E
Ash Grove	Highfields	HLS Central	Robert Street	Fitzwilliam Sq
Blenheim Court	Willow Court		Thornhill	Dawson Croft
Normanville	Charnwood Hse		Meadowcroft	Cherry Trees
Cambron Hse	Highfield Court		Heighton View	Godric Green
Elizabeth Parkin	Potteries Court		White Rose Hse	Dukes Place
The Lings	Whitfield		St Mary's	Staple Green
Heather Court	Steadlands		Birch Park Ct	Wootton Court
	Shaftsbury House	Packing for		Dorothy Taylor
	**Swinton Lodge	Exchange Collection		Brierly Road
	Packing for HLS			Warreners
MON Wk 2	TUES Wk 2	WED Wk 2	THURS Wk 2	FRI Wk 2
HLS Kiv (a.m.)		C		K
	HLS North	Bakers Field SAU	AM - HLS Central	Windy Ridge
HLS Mal (1 Hour)		Moorgate Lodge		Mason Avenue
	RAW	Swinburne Place	KF/EB	Finningley Lodge
	SWI	Bakers Field Ct		Victoria Court
		Oak Trees		Caperns Close
	Packing for HLS	<u>WEEK 1 6 Wkly</u>	PM - Exchange Delivery	Woodlands
		Ackroyd House		Wilberforce Road
		Laureate Court		Brampton
		<u>WEEK 2 6 Wkly</u>	KF/EB	
		Broom Lane		
		Whiston Hall		
		Johnson Ct		
		Packing for		
		Exchange Collection		
MON Wk 3	TUES Wk 3	WED Wk 3	THURS Wk 3	FRI Wk 3
	G	H	J	
HLS South	St Albans	Flanders Court	Vulcan House	HLS Central
	Mark Grove	York Gardens	Valetta House	
AM : DIN	Grange	Mission Field	Fitzwilliam House	
PM : AST	Brundish	Arcon Place	Abbey Hill NH	
	Model Village	Apollo Street	Hawley Street	
	Aldersgate Court	Pottery Street	St Josephs	
	Woodland Gdns	(+ Home Del)	Leopold Street	
	Bevan Cres	<u>WEEK 1 6 Wkly</u>	Arbour Drive	
		Emmyvale	Sandy Lane	
	Packing for HLS	Sandygate	Brampton Ave	
		<u>WEEK 2 6 Wkly</u>		
		Wentworth Hall		
		Byron Lodge		
		Packing for		
		Exchange Coll		

ADDRESSES FOR BOOK LINK STOPS

Appendix 3

The Booklink Vehicle stops at the following places to allow access onto the vehicle for customers who wish to select their own books.

MONDAY

A ROUTE

Ash Grove SAU, Wickersley S66 2LJ
Blenheim Court, Fleming Way, Wickersley S66 2LB
Normanville SAU, Mekyll Close, Flanderwell S66 3QH
Cambron House, Flanderwell Lane, Bramley S66 3QL
Elizabeth Parkin SAU, Smeaton Close, Ravenfield S65 4LE
The Lings SAU, Sedge Close, Bramley S66 1TF
Heather Court, The Lings, Bramley S66 1TH

TUESDAY

B ROUTE

Highfield, Wath on Dearne, Rotherham S63 7LJ
Willow Court, Stump Cross Road, Wath on Dearne S63 7SA
Charnwood House, Charnwood Street, Swinton S64 8LY
Charles Street, Swinton S64 8BG
Swinton Lodge, Wortley Avenue, Swinton S64 8PT
Highfield Court, Fitzwilliam Street, Swinton S64 8RF
Potteries Court SAU, Swinton, Rotherham S64 8LW
Whitfield Road SAU, Rawmarsh S62 7PA
Steadlands SAU, Rawmarsh S62 7NX
Shaftesbury House SAU, Shaftesbury Square, Rotherham S65 1AH

G ROUTE

St Albans Court, Wickersley, Rotherham S66 1FG
Mark Grove SAU, Flanderwell S66 2UZ
Silverwood Care Centre, Flanderwell Lane, Sunnyside S66 3QT
The Grange SAU, Rotheham Road, Maltby, Rotherham S66 8LW
Brundish House SAU, Braithwell Road, Rotherham S66 8JT
Woodland Gardens SAU, Maltby, Rotherham S66 7NW
Bevan Crescent SAU, Maltby S66 8AN
Melton Court, Blyth Road, Maltby S66 7LF
Ascention Close, Maltby S66 7HQ
Aldersgate Court, Lumley Close, Maltby S66 7SH

WEDNESDAY

C ROUTE

Bakersfield SAU, Longfellow Drive, Rotherham S65 2LL
Ackroyd Clinic, Kingsway, Rotherham S60 3AX
Broom Lane Care Home, Broom Lane, Rotherham S60 3NW
Whiston Hall Care Home, Whiston, Rotherham S60 4HE
Laureate Court Care Home, Wellgate, Rotherham S60 2NX
Moorgate Care Village, Moorgate, Rotherham S60 2AB
Swinburne Place SAU, S65 2LB
Bakers Field Court, Longfellow Drive, Rotherham S65 2LN
Clifton Meadows Care Home, Badsley Moor Lane, Rotherham S65 2BA
Oak Trees SAU, Stag Willow Close, Rotherham S60 3NY

H ROUTE

Flanders Court SAU, Thorpe Hesley, Rotherham S61 2UX
Emyvale House Care Home, Brampton Rd, W. Melton, Rotherham S63 6AR
Wentworth Hall Care Home, Church Drive, Wentworth, Rotherham S62 7TW
York Gardens SAU, West Melton, Rotherham S63 6QW
Mission Field SAU, West Melton, Rotherham S73 0XE
Sandygate Care Home, Sandygate Rd, Wath, Rotherham S63 7PN
Byron Lodge Care Home, Dryden Rd, Wath, Rotherham S63 6EH
Arcon Place SAU, Rawmarsh, Rotherham S62 5HA
Apollo Street SAU, Rawmarsh, Rotherham S62 5NP
Potteries SAU, Wedgwood Close, Rawmarsh, Rotherham S62 6NB

THURSDAY

D ROUTE

Robert St SAU, Masbrough, Rotherham S60 1HY
Thornhill Edge & Albert St SAU, Masbrough, Rotherham S60 1JT
Hampstead Green SAU, Kimberworth Park, Rotherham S61 3QG
Meadowcroft SAU, Whiston, Rotherham S60 4JQ
Heighton View SAU, Aughton, Sheffield S26 3NT
White Rose House SAU, The Maltings, Rotherham S60 2JT
St Mary's View SAU, Greasbrough, Rotherham S61 4NJ
Birch Park Court SAU, Hartington Close, Holmes, Rotherham S61 1EG

THURSDAY

J ROUTE

Vulcan House SAU, Doncaster Road, Rotherham S65 2BU
Valetta House SAU, Netherfield Ln, Parkgate, Rotherham S62 6AT
Fitzwilliam Lodge Care Home, Westfield Rd, Rotherham S62 6EY
The Abbeys Care Home, High St, Rawmarsh, Rotherham, S62 6LT
Hawley Street SAU, Rawmarsh Rotherham S62 5AA
St Joseph's Court SAU, Dinnington, Sheffield S25 2TL
Leopold Street SAU, Dinnington, Sheffield S25 2PZ
Riddings Close SAU, Thurcroft, Rotherham S66 9LZ
Rotherwood Crescent, Thurcroft, Rotherham S66 9PP
Brampton Avenue, Thurcroft, Rotherham S66 9NF

FRIDAY

E ROUTE

Fitzwilliam Square SAU, Greasbrough, Rotherham S61 4EJ
Dawson Croft SAU, Greasbrough, Rotherham S61 4DA
Cherry Trees Care Home, Simmonite Rd, Kimberworth, Rotherham S61 3EQ
Godric Green SAU, Brinsworth, Rotherham S60 5AW
Duke's Place SAU, Herringthorpe, Rotherham S65 3BG
Staple Green SAU, Thrybergh, Rotherham S65 4DA
Warrener's Drive SAU, Thrybergh, Rotherham S65 4DB
Wootton Court SAU, Thrybergh, Rotherham S65 4JD
Dorothy Taylor SAU, Leverton Way, Dalton, Rotherham S65 4HP
Waterhouse Close/Mousehole Close SAU, Dalton, Rotherham S65 4JJ

K ROUTE

Windy Ridge SAU, Aughton, Sheffield S26 3XT
Mason Avenue SAU, Aughton, Sheffield S26 3UB
Finningley Lodge SAU, Kiveton Park, Sheffield S26 6SF
Victoria Court SAU, Kiveton Park, Sheffield S26 6SG
Viking Way SAU, Kiveton Park, Sheffield S26 6RX
Caperns Road SAU, North Anston, Sheffield S25 4AE
Woodlands Care Home, Woodsetts Road, North Anston, Sheffield S25 4EQ
Wilberforce Road SAU, South Anston, Sheffield S25 5EG
Brampton Road, Brampton-en-le-Morthen, Rotherham S66 9BD

AREAS FOR HLS DELIVERY ROUTES

Appendix 4

**These are the areas where Booklink operates the Home Delivery Service

WEDNESDAY – WEEK 1

Thurcroft
Upper Whiston
Whiston
Moorgate
Stag
Herringthorpe
Clifton
Eastwood

THURSDAY – WEEK 2

Brinsworth
Treeton
Kimberworth
Kimberworth Park
Thorpe Hesley
Rockingham
Wingfield

FRIDAY – WEEK 3

Bramley
Wickersley
Brecks
Moorgate
Broom
Herringthorpe
East Dene
Dalton
Thrybergh
Ravenfield
Sunnyside
Wickersley