CABINET MEMBER FOR LIFELONG LEARNING, CULTURE AND LEISURE

Venue:	**Town Hall, Moorgate Street, Rotherham.**	**Date:**	**Tuesday, 10th October 2006**
		Time:	**9.00 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. Minutes of the previous meeting held on 26th September, 2006 (copy herewith). (Pages 1 - 2)
    - to receive minutes

4. Minutes of a meeting of the LEA Governors Appointment Panel held on 26th September, 2006 (copy herewith) (Page 3)
    - to receive minutes

5. Minutes of a meeting of Rotherham Cultural Consortium held on 13th September, 2006 (copy herewith). (Pages 4 - 13)
    - to receive minutes

6. Minutes of a meeting of the Leisure Joint Service Centre Project Board held on 20th September, 2006 (copy herewith). (Pages 14 - 15)
    - to receive minutes

7. Minutes of a meeting of the Christmas Carnival Co-ordinating Group held on 21st September, 2006 (copy herewith). (Pages 16 - 20)
    - to receive minutes

8. Naming of a new children's play area in Thrybergh, Silverwood and Valley Wards (Peter Cunningham, Development Officer) (report herewith). (Pages 21 - 22)
    - to consider a suggested name for the new children's play area

9. Lease of Games Pavilion at Rosehill/Victoria Park, Rawmarsh & Parkgate Partnership (Andy Lee, Green Spaces Operations Manager, Culture & Leisure) (report herewith). (Pages 23 - 26)

- to consider a proposal for the long-term use of the Games Pavilion

10.   Library & Information Service ICT Policy (Mark Heaton, Principal Officer, e-Library Services) (report herewith) (Pages 27 - 64)
        - to comment on the Policy Document and refer to e-Gov Board for approval

The following items are likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972

11.   Tendering Process Civic Theatre Pantomime - Update (Guy Kilminster, Libraries, Museums & Arts Manager) (report herewith). (Pages 65 - 68)
        - to receive the report on progress to date and agree to a follow-up report re. selection of Producer in January, 2007
        (report contains information relating to the financial affairs of the Council)

12.   Culture and Leisure Services: Fees and Charges 2006/07 Mid-Year Review (Marie Hayes, Commercial and Promotional Services Manager) (report herewith). (Pages 69 - 100)
        -   **to approve the Fees and Charges as submitted**
        (report contains information relating to the financial affairs of the Council)

13.   Date and Time of Next Meeting

CABINET MEMBER FOR LIFELONG LEARNING, CULTURE AND LEISURE
Tuesday, 26th September, 2006

Present:- Councillor St. John (in the Chair); Councillors Austen and Littleboy.

49. **THE NATIONAL ARCHIVES SELF-ASSESSMENT**

Consideration was given to a report of the Head of Service Culture and Leisure which gave details of a recently completed self assessment for local authorities by the Archives & Local Studies Service.

This new form of assessing Local Government Archives, which focussed on public access and had been a fairly comprehensive assessment of the service as a whole, had arisen from an announcement in 2005 by The National Archives (TNA) to pilot a form of annual self-assessment for local authority archive services in 2006.

Arising from the self-assessment exercise, the results of which should be known by the end of October 2006, a performance band would be given to the Authority based on how the Service has been judged.

A Panel has been established by The National Archives (TNA) to oversee the assessment process, with representatives of TNA, the MLA Partnership, CyMAL, the Association of Chief Archivists in Local Government and the NCA's Public Services Quality Group. Rotherham's Principal Officer has also been invited to join the panel at the moderation stage, to represent Metropolitan Boroughs.

In future years it is intended that the judgement will be adopted as a performance indicator for CPA.

The self-assessment covers five broad themes: governance and management; documentation of collections; access; buildings, security and environment; and preservation and conservation. The process looks comprehensively at the repository and the services it offers to the public.

The meeting discussed the professional benefits arising from a good assessment, the significant benefits from external funding and sustainable issues, and benchmarking against other Authorities.

The meeting noted that Rotherham had been rated 98% in terms of user satisfaction, compared to the National percentage of 41%.

Resolved:- That the report be received.

50. **EXCLUSION OF THE PRESS AND PUBLIC**

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following

item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

51. **HOME TO SCHOOL TRANSPORT - TREETON TO ASTON COMPREHENSIVE**

Consideration was given to a report of the Acting Head of Service Resources & Access on a proposal to provide Zero Fare Passes and a contracted school bus to pupils of Aston Comprehensive School who live in Treeton.

The proposal had arisen from complaints from parents about the walking route being unsafe. The Road Safety Officer had been asked to report on a particular part of the route about which the Education Transport Section had reservations.

The report by the Road Safety Officer recognises that a particular point within the walking route from Treeton to Aston Comprehensive School, although meeting LARSOA guidelines, would not be recommended by the Officer as a safe place to cross and does not meet the criteria for the siting of a pedestrian facility (local transport note 2/95).

If declared unsafe to walk, the Authority would have a statutory duty to provide free transport to/from school for these pupils.

Resolved:- (1) That the walking route from Treeton to Aston Comprehensive School be declared unsafe to walk.

(2) That pupils residing in the Treeton area attending their catchment school (Aston Comprehensive) be provided with Zero Fare Passes and a contracted school bus.

(Exempt under Paragraph 3 of the Act – information relating to the financial and business affairs of the Council).

LEA GOVERNORS APPOINTMENT PANEL
26th September, 2006

Present:- Councillor St. John (in the Chair); and Councillors Austen and Littleboy.

Pursuant to Minute No. C50 of January 2000, consideration was given to nominations received to fill LEA vacancies on school governing bodies.

Resolved:- That, with the effective date of appointment, the following appointments be made to school governing bodies:-

Anston Brook Primary School	Mr T Crookall	27/9/06
Harthill Primary School	Mrs A Adams	27/9/06
Kilnhurst Primary School	Mr B Darby	27/9/06
Swallownest Primary	Mr C Robinson	27/9/06
Swinton Brookfield	Mr E Ballans	27/9/06
Thurcroft	Mr B Vergara- Carvallo	27/9/06
West Melton	Mr M Simmons	27/9/06
Brinsworth Comprehensive	Mr B Vergara-Carvallo	Deferred
Clifton Community Arts School	Mr B Vergara-Carvallo	27/9/06
Winterhill Comprehensive	Mr S Morrell	Deferred
Rawmarsh Comprehensive	Mr R Bird	27/9/06
Milton Special School	Mr J Doyle	27/9/06
Rawmarsh Childrens Centre	Mr R Bird	27/9/06

Re-appointments

St Bernards Catholic High School	Mr E Walton	12/11/06

All the above appointments are subject to satisfactory checks being undertaken.

**ROTHERHAM CULTURAL CONSORTIUM
WEDNESDAY, 13TH SEPTEMBER, 2006**

Present:- Councillor Ian St. John (in the Chair); Councillor Jane Austen, Brian Beeley, Michael Bishop, Ron Bye, Christine Cox, Stuart Lister, David Rowley, Esme Temple, Roy Wells and Joyce Williams.

R.M.B.C. Officers:-

Phil Rogers	Head of Culture & Leisure
Tony Preston	Project Development Officer, Culture & Leisure
Marie Hayes	Commercial and Promotional Services Manager
Steve Blackbourn	Principal Officer, Museums, Galleries & Heritage
Jackie Thornhill	Manager, Sports & Physical Activity
Bernadette Burbridge	Town Centre Management Team

77.   APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Littleboy, Swift, Wardle and Wyatt, Joanne Edley, Guy Kilminster, Jeremy Blundell and Roy Newman.

78.   WELCOME TO NEW CHAIR AND INTRODUCTIONS

A welcome was extended to Councillor I. St. John in his capacity as Cabinet Member, Lifelong Learning, Culture and Leisure and as Chair of this meeting.

Introductions were made.

79.   MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting held on 22nd February, 2006 were received as a correct record.

80.   MATTERS ARISING

Ulley Park

Phil Rogers, Head of Culture & Leisure gave an update report on Ulley Park.

Staffing structures were now in place for Ulley and Thrybergh country parks and the future for Ulley was reported as being positive. The process was progressing smoothly with a successful launch of the Friends of Ulley Park, with a total of 81 members.

Officers are working with the Friends Group to allay fears of a closure and

in seeking a Green Flag Award for next year.

<u>Walker Mausoleum</u>

Steve Blackbourn, Principal Officer, Museums, Galleries & Heritage, gave an update report on the current situation with regard to Walker Mausoleum.

The Head of Legal and Democratic Services had been instructed to instigate legal proceedings against the site owner to sign a new Legal Agreement in order to enable works of restoration and repair to the Mausoleum to proceed. The site owner had written to the Council stating his willingness to do so but due to other delays on the part of the site owner this had not yet been signed.

As the restoration and reopening of the Mausoleum is a fundamental part of the Service Development Plan, this matter would continue to be pursued in order to allow the tender process to start for building work to begin as soon as possible. Officers were working closely with Friends' Groups and were in a position to move expediently once the legal proceedings had been resolved.

One member stressed the urgency of this matter and referred to the amount of public interest in the project.

81.   **CULTURAL SERVICES INSPECTION JULY 2006**

Phil Rogers, Head of Culture & Leisure gave a presentation in respect of work prepared for the Cultural Services Inspection which had taken place during July, 2006.

The information included a DVD and a verbal report on service development and activities over the last six months in all aspects of Culture and Leisure delivery for all generations.

The information on the DVD drew particular attention to:-

- Catcliffe Glass Cone
- Allotments/Gardening
- Watersports
- Libraries
- Urban and Country Parks
- Rotherham Show
- Kashmere Project
- Park Ranger Service – Rosehill Park
- Clifton Park Museum – Granary Café

The following figures were given:-

- 80,000 visitors to this year's Rotherham Show

- 100,000 visitors to Clifton Park Museum since its re-opening – now recognised as one of the main tourist attractions in Yorkshire

Other issues reported were:-

- Recent death of Margaret Holland, Librarian for Inclusive Service. Margaret had carried out a great deal of work with ethnic communities.
- Burst water main at Herringthorpe Athletics Track – now restored by Yorkshire Water. Thanks were extended to the Athletics Club for their involvement.
- All swimming pools awarded the National Standard Aquamark for quality of teaching and instruction.
- Park Rangers – Paul Spriggs had received a National award for the best park worker in Britain. He was to travel to Central Park, New York in the Spring to work in partnership with the New York parks department.
- Recent significant article in The Times in recognition of Rotherham parks.
- E-Librarian of the Year – awarded to Askander Akram – who was last year's winner.
- Swimming Pools – It was hoped to complete all building work on schedule by the Summer of 2008 (Aston, St. Ann's and Wath), with the exception of the Second Phase of the Maltby Leisure Facilities. The Maltby project will include a Family Health Centre and Contact Centre.
- Pantomime – Peter Pan scheduled for December 2006 – Box office records for last year's pantomime had been broken for the fifth year in succession and the Pantomime had been extended for a further week. A further 3 year Pantomime Contract was presently being re-negotiated.
- Green Flag Awards - National Benchmark Award won for Thrybergh Country Park. Further submissions for Ulley and Rother Valley Country Parks to be made for this year.
- Excellent Summer activities co-ordination involving approximately 20-30 community groups. Action groups had put together a package called "Mega-Active".
- Clifton Park – a great deal of work was taking place on the Heritage Lottery Fund bid for Clifton Park. A great deal of improvements would then take place if the bid succeeded, some of which included new buildings, re-opening of the walled garden, reinstatement of older features, children's water play area, and toilets. Work was to involve partnership with RCAT. A National Funding Panel had visited the Park and a decision on the bid would be made on 22nd September, 2006.
- Officers had been asked to attend Birmingham to speak on Performance Management. This had been led by Steve Hallsworth, Business Manager, Leisure & Green Spaces, and Sheffield University.

- Rotherham Show – thanks were extended to everyone involved in the arrangements and success of this year's show.
- Inspections – Intense inspection had taken place within Culture & Leisure during July, 2006. The result of the inspection which it was felt had been fair, was presently awaited. Members of the Consortium would be invited to attend de-briefing sessions. This is seen as an important area of work in terms of planning cultural facilities for the next thirty years.
- Cultural Centre – A meeting to identify funding streams for a Cultural Centre would be held shortly. A series of meetings had already been held this month with potential developers.
- Town Centre Heritage Lottery Funding – Head of Culture and Leisure to liaise with Civic Society when relevant officers have been consulted.

Other issues raised by members of the Consortium were:-

Lack of commity facilities in Kiveton Park. Ownership issues were debated with respect to some community venues in Kiveton Park and the Head of Culture & Leisure undertook to look into the matter and to liaise with the member concerned.

Poor attendance at Friends AGM. Officers were aware of the importance of Friends Groups and were looking at ways of raising the profile. Funding Bodies may be asked to attend future meetings, as a way of attracting more members.

Need for iconic buildings and quality design for new town centre regeneration. The meeting was assured that User Groups would be formed at an appropriate stage of the planning process, which would include representation from this Consortium.

Concert Hall – It was acknowledged that future designs for an auditorium, must be designed for multi-functional use.

Agreed: That the Head of Culture and Leisure be thanked for an interesting and informative presentation.

82. **ROTHERHAM ALIVE PARTNERSHIP**

David Rowley gave an update report on the present situation with regard to the work of the Rotherham Alive Partnership.

The Board had received a number of presentations on the following Strategies/Plans:-

- NICE (National Institute for Clinical Excellence)
Body responsible for Health Strategy. Work centred around recommending a Smoking Cessation Strategy and an increase in physical activities.

- Public Health Strategy and Alive Team Action Plan

This work aligned with the Arts and Sports activities of this Consortium.

- Older People's Wellbeing Strategy (Adult Services)

- Lottery Bid Presentation (included in a Yorkshire & Humberside bid).

Main themes were Healthy Eating coaches and assistance in Mental Health.

- Lifestyle discussion on smoke-free Rotherham. Some criticism of the hospital in not making Rotherham Hospital smoke-free.

- Update on the Local Area Agreement

Kath Atkinson, Rotherham PCT had felt the need to increase the number of meetings in order to monitor issues.

Agreed:- That David Rowley be thanked for his report.

83. **THE BIG SCREEN**

Bernadette Burbridge, Town Centre Management Team, gave a verbal report on the evaluation of the current pilot to assess the use of The Big Screen in Rotherham Town Centre.

This included a background report on the matter an outline of her work experience in the BBC on special projects, which had included the setting up of a number of partnerships similar to the one in Rotherham.

The pilot scheme was to end in December, 2006.

The information included a DVD presentation which involved members of the community. This was shown as an example of what could be shown on the screen through learning space. The DVD, which consisted of "real" stories, had been compiled with the help of students from RCAT who had recorded their experiences of adult learning and how this had enriched their lives.

The meeting was informed of the type of feedback received from audiences in respect of:-

- The World Cup coverage – on the whole, very successful - as many as 300 children and families in the square on one particular day
- Number of events planned in conjunction with the Royal Opera House – started to build an audience from the first event of the Royal Ballet show

- Big Dance Event – nation-wide event to get as many people dancing at the same time – 235 people signed up to the event
- Film for Life shown – had attracted a large crowd and had generated lots of fun
- RCAT – (a) Agreement for students to produce some material as part of the 1st year NVQ Media Course. If appropriate, this would be screened. (b) Offer of work placements for students to learn how to produce material for the screen, BBC guidelines and editorial policy.
- Schools and "Get Sorted" Project – screening events planned with them
- Images of Urban Wildlife – recently enjoyed by several people

The point was made that the screen was a new feature to the town and that, as such, would take time to build interest and attract audiences.

Discussion had taken place with a great deal of community groups. Without exception, the response had been extremely positive.

Feedback from all events had been consistently strong and a mailing list was being compiled for future use.

Members of the Consortium felt the DVD was very good and suggestions for future work were made which included more stories from older people and children.

Questions were raised and responded to with regard to the permanency of the screen and costings.

It was clarified that the screen was jointly owned via a partnership with the Council, BBC and ADI (screen manufacturer). A Contract existed with ADI who maintained the screen and provided IT support.

One issue which had consistently arisen was that the screen should not be sited in All Saints' Square.

In balancing that view, some members of the Consortium felt the siting of the screen should not overshadow the facility in terms of its potential benefits for community involvement, nothwithstanding the need to promote a wellbeing of pride in the town and the recognition of the many successes in terms of Rotherham's higher employment and good school results, for example.

Agreed:- That Bernadette be thanked for an interesting and informative presentation.

84.   **ROTHERHAM SHOW AND CULTURAL DIVERSITY FESTIVAL 2006**

Marie Hayes, Commercial & Promotional Services Manager gave a verbal report on the recent Rotherham Show and Cultural Diversity Festival

2006.

Once again, Rotherham Show had been a huge success and the weather had been excellent.

Trevor Kippax had reported the best year ever of the Diversity Festival and that feedback from everyone had been good.

One e mail stating how much one particular family had enjoyed the event had already been received from someone in North Lincolnshire.

One member present who had worked on the Show agreed that a big proportion of visitors were from outside Rotherham.

85.   **CULTURAL CONFERENCE 2006**

Jackie Thornhill, Manager, Sports and Physical Activity, gave a verbal report on the Cultural Conference 2006 event.

The key aim of the event had been to bring Rotherham people together who shared an interest in developing sport and physical activity.

Approximately 80 people had attended the half day event. Representation had consisted of RMBC, Parish Councils, Colleges, Schools, community partnerships, older people, sports and voluntary organisations, Health Authority, Disability Groups, Funding Groups and learning communities.

Councillor St. John had opened the event and a decision had been made to keep the event to a reasonable timescale in order to maintain interest.

Established groups, consisting of both young and old, had given practical demonstrations of the work of their group, inbetween topical workshops.

One young man in a placement on the EPUIP Project had been asked to say a few words about his experience. This particular group supported young people from the Black and Minority Ethnic communities in order to get people into work and develop work. This young man had spent almost a year with sports development and was now working for the Multi-Cultural Centre as a Sports Development Officer.

Other speakers had included Dave Gent from Sport England who had talked about what is happening regionally.

Rotherham Active Partnership was formed and launched in April to strategically look at the way sport and physical activities is co-ordinated across the Borough. The initiative had produced significant involvement with sporting groups on ideas of good practice. Facilitated by the Sports Development Team and neighbouring partners, the initiative looked at ways of developing funds and sports organisations, and worked with

BME, which included working with older people.

Dave Gent had closed the Conference with an update on the 2012 Olympics by showing a video which it was felt was inspiring for everyone involved in physical activity.

The event had proved successful, had given people a good opportunity to share ideas, and it was planned to repeat the event on a biennial basis. Most of the people in attendance had felt it was excellent.

Issues which had arisen from the Conference, in particular diversionary programming and children being a nuisance, were being looked at through partnership working.

One member present suggested longer workshops at the next event.

86.   CULTURAL STRATEGY ACTION PLAN - DRAFT 3RD EDITION

Tony Preston, Project Development Manager, submitted a draft of the 3rd edition of the Cultural Strategy Action Plan which consisted of the Detailed Action Plans of the Future Perfect: Planning our Cultural Futures document for consideration and comment.

The Strategy set out a comprehensive list of projects and initiatives achieved within Culture and Leisure over the past 6-9 months in delivering the objectives of the Strategy Action Plan, in addition to work being undertaken within the voluntary and private sectors.

A significant amount of refresh work had been carried out on the document since its publication last year and in identifying areas of progress within the service in meeting the priorities contained within the Cultural Strategy.

A number of key and successful features of the Strategy were highlighted and reported on as follows:-

- Colourscape Event - Clifton Park
- Pantomime – Last year's Snow White recorded the highest number of sales
- Rotherham Arts Festival
- Museum Events Programming re-started after refurbishment
- Regeneration through increased investment and cultural activity
- Rosehill Park and the Award given to Paul Spriggs, Park Development Ranger
- Excellent partnership working – in particular with Rawmarsh and Parkgate Partnership
- Significant achievements made in public art
- Great deal of tourism achievement
- Magna Active Summer Programme
- Summer Reading Challenge in community libraries – significant

increase in takeup – over 1,000 children completed the challenge compared with around 300 last year

Members present were asked to circulate the Strategy within their individual organisations and feed back any additional information on ambitions and achievements within interest groups.

The Strategy would be disseminated more widely across cultural sector groups, including the "Help in Hand" database off the Council's website, with a view to publication by next Spring.

The meeting raised a particular question on the future of Rotherham Rugby Club.

Phil Rogers, Head of Culture and Leisure reported that the Rugby Club had now stated they could not afford to go ahead at this stage. A report had been commissioned from Strategic Leisure into the future of Herringthorpe Leisure Centre, including the pavilion, and a report on this matter would be considered by the Cabinet Member, Education, Culture and Leisure with regard to sport development on that site. A variety of options were being considered, all of which involved sport and leisure on the site.

Agreed: (1) That Lizzy Alageswaran, Principal Officer, Community Arts be invited to attend the next meeting to highlight some of the ambitions with regard to the public arts work.

(2) That Joanne Edley, Tourism Manager be invited to attend the next meeting to report on the current situation with regard to tourism activity.

87.   REPRESENTATION OF BLACK AND ETHNIC MINORITY COMMUNITIES ON THE CULTURAL CONSORTIUM

Tony Preston, Project Development Manager, reported verbally on the need to seek representation from black and ethnic minority communities on the Cultural Consortium.

A discussion took place on this issue, it being recognised that whilst the BME communities represented some of the most creative and vibrant groups, there was a great number of diverse communities in Rotherham who could not be represented by a single person.

Suggestions from members of the Consortium included the need to involve younger members and members from outlying areas of Rotherham.

Agreed:- (1) That Trevor Kippax, Cultural Diversity Officer, be invited to attend the next meeting to aid a discussion on how to attract more membership on the Cultural Consortium from the Black and Ethnic Minority communities.

(2) That Guy Kilminster, Manager, Libraries, Museums and Arts be asked to consider raising this at the next meeting of Rotherham Heritage Association.

88.   DATE OF NEXT MEETING

Agreed:- That the next meeting be held on Wednesday, 6th December, 2006 at 2.00 p.m.

LEISURE/JOINT SERVICE CENTRE PROJECT BOARD
Wednesday, 20th September, 2006

Present:-

Councillor Iain St. John	Cabinet Member, Lifelong Learning, Culture and Leisure (in the Chair)
Ian Smith	Head of Asset Management
Graham Sinclair	Acting Head of Service, Resources & Access, Children & Young People's Services
Tony Preston	Project Development Manager, Culture and Leisure
Phil Rogers	Strategic Leader, Culture and Leisure

19/06   APOLOGIES FOR ABSENCE

Apologies for absence were received from Kath Atkinson and Kevin Gallacher (Rotherham Primary Care Trust), Brian Barrett (Rotherham Construction Partnership), Derrick Connolly (Culture and Leisure) and from Carol Mills (Executive Director of Corporate Services).

20/06   NOTES OF PREVIOUS MEETING

The notes of the previous meeting held on 12th July, 2006 were agreed as a correct record.

21/06   LEISURE SERVICES AND MALTBY SERVICE CENTRE PRIVATE FINANCE INITIATIVE (PFI) PROJECT – PROGRESS REPORT

The Acting Head of Service, Resources and Access submitted a report on the progress of the Leisure Services and Maltby Service Centre PFI Project.

It was reported that:-

(a) planning applications had already been submitted in respect of the proposed facilities at Aston, Maltby and St. Ann's and the planning application in respect of the facility at Wath was expected to be submitted to the Local Planning Authority, by the architects Hoopers, later this week;

(b) the proposed facilities at Aston, St. Ann's and Wath and the Customer Service Centre at Maltby would be completed and ready for use during the Summer, 2008; Phase 2 of the facility at Maltby (the Leisure Centre) would be completed and ready for use during the Summer, 2009.

The necessary planning permissions were targeted to be granted before the end of December, 2006.

Discussion took place on the funding of the annual unitary payments in respect of these facilities. The finance would be available from a combination of PFI credits direct from Central Government, plus a contribution from the Culture and Leisure Services revenue budget and a premises budget for the Service Centre.

The meeting noted that the financial close of the scheme was now expected to take place during February, 2007. An appropriate decision of full Council (ie: approval of a recommendation of the full Cabinet) would be required at that time. It was agreed that a seminar, to inform all Members of the Council about the project, should also take place during February, 2007.

22/06   UPDATE OF TECHNICAL LEGAL AND COMMERCIAL ISSUES – GANTT CHART

Consideration was given to the contents of the GANTT Chart provided by the preferred bidder, D.C. Leisure.

A number of salient issues were discussed including:-

- technical issues involving sub-contractors
- installation of ICT systems
- the facilities' future management arrangements
- TUPE arrangements for the possible transfer of staff
- approval of the final business case by the project review group
- a press release to be issued next week

The meeting agreed that there should be a visit for Members and officers to view similar facilities at Elmbridge (London); a suggested date for this visit was Monday, 27th November, 2006.

23/06   ST. ANN'S CAR PARK, EFFINGHAM STREET, ROTHERHAM

Discussion took place on the planning guidance which might dictate the number of car parking spaces to be provided as part of the development of the leisure facility on the existing St. Ann's car park.

As yet, it was not known whether there would be any space available, after the development of the leisure facility, for the continuation of a public car park (ie: an area separate from the leisure facility car park).

This issue would require further discussion with the Planning Service officers.

24/06   DATE OF NEXT MEETING

The next meeting of this Project Board would be held on Friday, 17th November 2006 at the Town Hall, commencing at 1.00 p.m.

CHRISTMAS CARNIVAL CO-ORDINATING GROUP
THURSDAY, 21ST SEPTEMBER, 2006

Present: The Mayor (Councillor Wootton), Councillor P. Burke (Deputy Mayor), Marie Hayes (in the Chair), Kate Moreman, Dawn Runciman, Julie Roberts and Donna Aitchison.

60.   WELCOME AND INTRODUCTIONS

The Chair welcomed Donna Aitchison to her first meeting and introductions were made.

61.   APOLOGIES FOR ABSENCE

Apologies for absence were received from John Lewis, Malcolm Wilkinson, Stuart Price and Jane Sinclair.

62.   MINUTES OF PREVIOUS MEETING HELD ON 8TH JUNE, 2006

Agreed:- That, with the exception of a correction on page 4 (Minute No. 56) which should read the Craft Market be held on 1st and 2nd December, the minutes of the meeting of this Group held on 8th June, 2006 be received as a correct record.

63.   MATTERS ARISING

Premises Licence

It was clarified that the Premises Licence which had now been obtained was a permanent licence.

Christmas Carols

The Chair explained that she had been asked to ensure that Carols are played from the Church yard via a loud speaker system this year.

A lengthy debate ensued covering the following issues:-

- Big Screen
    Pilot partnership with BBC – events/music/entertainment - conflict of noise – pilot review period during December
    Activities include - count down to Christmas – Pantomime – Involvement with Schools (including the showing of one Nativity)

- Carols
    Repetitiveness for businesses in the vicinity
    No licensing issue – classed as "incidental" music
    Public criticism if Carols are not transmitted

Pre-booked Live Bands and conflict with Carols/Big Screen

- The importance of Carols – encouraging children and families, and links with economy
- Other sites/locations for Carols
- Cost implication if Carols are to be switched on/off to avoid clash with Big Screen
- Suitable times for Carols in considering the needs of Brass Band instrumentalists

The meeting was informed of the views of Jane Sinclair with regard to the use of All Saints' Church and Health and Safety issues. Jane had given permission for the use of the church yard but understood that speakers could not be attached to the church for health and safety reasons. Jane had requested a letter from RMBC setting out these terms of agreement, which should make the point that it was the Council's event and not the responsibility of All Saints' Church.

Similarly, Jane had asked for a letter of confirmation from the Council if the Carols were not to be transmitted.

Agreed:- That Julie Roberts, Town Centre and Markets Manager, be asked to consider a two hour slot per day for Carols to be transmitted in All Saints' Square during the two week lead-in to Christmas.

Santa's Grotto

Santa's Grotto would be sited near Boots Chemist on switch on evening and the following Friday and Saturday.

It would then move to the Outdoor Market.

Salvation Army

The Salvation Army band would be playing on switch on evening at the site of Santa's grotto near Boots.

The Mayor agreed to write to the Lions Club in order to seek their commitment to the Christmas parade.

Representation on Group

The meeting recognised the difficulty for traders attending this meeting during the day and felt it was more appropriate for information regarding the Christmas Carnival to be fed into the meetings of the zone representatives.

Budget 2006/2007

The Deputy Mayor commented on the small budget for Christmas

Carnival activities.

The Chair reported that, as a result of a call-in request regarding Minute No. 33 of a meeting of the Cabinet Member, Lifelong Learning, Culture and Leisure held on 9th August, 2006, a Scrutiny Review was presently being carried out into a whole range of issues regarding town centre and borough-wide activities. This would include future provision of district trees, town centre lighting scheme, Health and Safety and maintenance issues, contracting arrangements, and activities. At the conclusion of the review, officers would have a clear view in terms of future work and with regard to the Christmas Carnival budget. In the interim, district Christmas trees would be provided this year.

Town Centre Activities

German Market

The meeting was informed that, due to the lengthy erection process and the fact that the German Markets will only trade for a minimum six weeks period, a German Market would not be held in Rotherham.

However, discussions were taking place with a separate Company into the possibility of a Continental Market next year.

Frostie the Snowman

Frostie will not be in All Saints' Square this year. However, alternative attractions
were being explored.

Farmers' Market

Negotiations were presently taking place in an attempt to host this event on a regular basis.

The attraction will be advertised at Christmas and would form part of this year's festivities.

The Mayor suggested a Victorian Christmas market. It was pointed out that it was planned to capture the Victorian theme within the Craft Market. A number of traders were presently being encouraged to dress in Victorian clothes.

Lantern Parade

A discussion took place regarding ideas for the Lantern Parade and its route into town.

It was reported that with funding from the Town Centre Management budget, it would be possible to do work led by the Community Arts

Service.   Therefore, from October onwards, a company called Swamp Circus would be visiting targeted schools to do workshops on lantern making and circus skills.   It was suggested that any art work undertaken by school children could be filmed and shown on the Big Screen during the festive season.

The meeting discussed suitable sites within the town centre for the Circus to perform.

Storage site for Christmas lights Company

A suitable site to use as storage space had now been identified in the town centre.

64.   SWITCH ON EVENING 2006

Discussion took place with regard to a number of arrangements for Switch On Evening on Thursday, 16th November, 2006.

The discussion included:-

- The role of Hallam FM – presently awaiting the name of celebrity group/s
- Santa – to be sited in the grotto outside Boots and close to the Salvation Army Band
- Stewarding
- Staffing requirements

65.   DISTRICT TREES

The Chair referred to the Scrutiny Review, as reported earlier in the meeting and stated that the provision of district trees in future years would not be known until the Review had been completed.

66.   ANY OTHER BUSINESS

Christmas Events Programme

The Deputy Mayor pointed out the need for extensive publicity of all Christmas activities.

The Chair reported that the programme of events for switch on evening was widely distributed three weeks before.   This was done with the aid of leaflets, fliers, Council Matters, Unite, Council's website, Rotherham Town Talk, local press and Hallam FM.

In addition, advantage would be taken of the use of the Big Screen for the purpose of advertising this year.

Kate Moreman

The meeting noted that Kate would shortly be commencing Maternity Leave.

The meeting thanked Kate for her work on this Co-ordinating Group, and particularly during the recent Rotherham Show event, and wished her and her family every happiness for the future.

The Mayor wished to record his thanks to all staff involved in this year's Rotherham Show which he felt had been an excellent event for the town.

67.   DATE AND TIME OF NEXT MEETING

Agreed:- That the next meeting of this Group take place on Thursday, 26th October, 2006 at 2.00 p,m.

	ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS	

1.	Meeting:	Cabinet Member, Lifelong Learning, Culture and Leisure
2.	Date:	10th October, 2006
3.	Title:	Naming of a new children's play area in Thrybergh Siverwood and Valley Wards
4.	Programme Area:	Children and Young People's Service

5. Summary

A request has been made to name the forthcoming new play area adjacent to Thrybergh Comprehensive school after the late ward councillor Bill Winder.

6. Recommendations

That the new children's play area adjacent to Thrybergh Comprehensive School be known as 'The Bill Winder Play Area, Thrybergh'.

7. Proposals and Details

A letter has been received by the Leader of the Council requesting that the forthcoming play area in Thrybergh be named after the former Mayor of Rotherham and Ward and Parish Councillor, the late Bill Winder. Should this proposal be agreed, an official naming ceremony can be arranged at the appropriate time.

8. Finance

There will be minimal extra cost should an official naming ceremony be required, and no extra cost if it is not.

9. Risks and Uncertainties

None.

10. Policy and Performance Agenda Implications

None.

11.   Background Papers and Consultation

None.

Contact Name :   *Peter Cunningham (MInstLM)*
Development Officer (Play)
Extension 2458
Peter.cunningham@rotherham.gov.uk

Agenda Item 9

	ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS	

1.	Meeting:	**Lifelong Learning, Culture and Leisure Cabinet Member – Delegated Powers**
2.	Date:	**10th October, 2006**
3.	Title:	**Lease of Games Pavilion at Rosehill/Victoria Park to Rawmarsh & Parkgate Partnership**
4.	Programme Area:	**Children & Young Peoples Services**

5. Summary:

In 2005 architects plans were produced to illustrate the redevelopment options for a small 'Games Pavilion' in Rosehill/Victoria Park, Rawmarsh. There are a number of options available to progress the redevelopment of the Games Pavilion by Rawmarsh & Parkgate Partnership.

6. Recommendations:

A lease be negotiated, following an initial feasibility study, for the long-term use of the Games Pavilion within Rosehill Park by Rawmarsh & Parkgate Partnership in order to satisfy the requirements of external funders.

7. Proposals and Details:

A 'Games Pavilion' located in Rosehill/Victoria Park, Rawmarsh has been highlighted by the Integrated Development Plan (IDP) and Rawmarsh & Parkgate Partnership (RAPP) as an ideal base for a variety of complementary projects. The building is in relatively poor condition although it has recently been internally redecorated by the Probation Service. In June 2005 Burnell-Briercliffe architects produced a redevelopment plan for the building incorporating all the elements from a design brief produced by the IDP team. RAPP now intend to commission a Feasibility Study to allow more detailed consideration of the proposal.

Terms of the lease need to allow consideration of the following 3 redevelopment options, depending on the recommendations of the feasibility study:
- Redevelopment of the building as it currently stands
- Extension of the building to accommodate new/larger features
- Demolish and build a replacement building to accommodate new/larger features.

The Games Pavilion would ideally accommodate:
- A base for RAPP's outreach workers
- A multi-use room available for a variety of functions to support the community including meeting space, training venue and classroom in the park.
- Kitchen facilities for the provision of refreshments complemented by vending machines for out of hours access to drinks/snacks. This could be operated along similar lines as the café in Clifton Park museum.
- Outside seating area for café users.
- Male/Female and disabled accessible toilet and changing facilities. (Current building does not meet DDA).
- Information access point
- Storage space for games/recreational equipment
- Training facilities for the whole community

The Games Pavilion would operate as an annex to the Park Hall (which is currently being redeveloped at a cost of £716,000 through IDP funding and Big Lottery) and be open at times to reflect park usage including evenings and weekends. Recent HMRP funding in the park has improved security, lighting and general infrastructure which could be further enhanced by this project.

The ability to create a social enterprise on the site is highly desirable; whereby sales of refreshments, hire of multi-functional space/equipment could make a significant contribution to the long-term sustainability of the building and other park-based activities.

Since the production of plans in 2005 the recent removal of 2 large beech trees adjacent to the Games Hut has presented the opportunity to potentially increase the size of the redevelopment. Recent information from Key Fund suggests that funding could be obtained to produce a feasibility study to consider the redevelopment options for the building. Furthermore, if the findings of the

feasibility study were favourable Key Fund could contribute 20-30% to the redevelopment costs of the building with the remaining 70-80% being sought from one or more other sources.

It is believed that the investment provided by this project would also help to secure green flag standard for Rosehill Park and build on the parks growing reputation.

To this end Rawmarsh & Parkgate Partnership would like to progress with the initial stages of this project.

8. Finance:

The total cost of the redevelopment of the building was estimated as £161,058 in June 2005. The Feasibility Study may favour a more costly redevelopment. All funding for the project including legal fees will be sought by RAPP. It is not envisaged the project will require a contribution from RMBC.

9. Risks and Uncertainties:

Redevelopment of the building is dependent on the timely ability to negotiate a lease. Furthermore the findings of a feasibility study, if favourable require RAPP to fundraise upwards of £150K+ with no funding secure at present.

Terms would need to be negotiated quickly as the window of opportunity to engage with Key Fund is time limited.

As with all community partnerships there is an intrinsic risk of break up of the membership and in this case the subsequent surrender of any lease. However, the RAPP has had a good track record to date including the lease of Rosehill Hall from RMBC. It is felt that the partnership is sustainable for at least the development period of the pavilion.

10. Policy and Performance Agenda Implications:

Meets all policy and performance agendas including, in particular:

Rotherham Alive - further enhancement of facilities within the park will support the development of new activity aimed at increasing use and enjoyment of the park

Rotherham Proud – Continues the positive impact that Rosehill Park has on the local community by increasing quality of service and opportunities for community involvement;

Rotherham Safe – Provides accommodation for outreach workers to engage with young people both within the park and the wider community.

11.Background Papers and Consultation:

Draft architects plans – available at request.

Contact Name : *Andy Lee, Green Spaces Operations Manager, Culture & Leisure. 01709 822457, andy.lee@rotherham.gov.uk*

Steve Abson, IDP Programme Manager, Chief Executives Office. 01709 524111, [*stephen.abson@rotherham.gov.uk*](mailto:stephen.abson@rotherham.gov.uk)

Agenda Item 10

	ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS	

1.	Meeting:	**Cabinet Member for Lifelong Learning, Culture and Leisure**
2.	Date:	**10th October 2006**
3.	Title:	**Library & Information Service ICT Policy**
4.	Programme Area:	Children & Young People's Services

5. Summary:

A document setting out policy relating to provision and use of ICT in the Library & Information Service has been drawn up to serve as a position statement both for staff and public.

The purpose of the policy is to provide direction within LIS as to how ICT will be used in enabling and enhancing delivery of services and to provide guidance for the public as to what they may reasonably expect from the Service.

6. Recommendations:

The Cabinet Member for Lifelong Learning, Culture & Leisure is requested to comment on the Policy document and refer to e-Gov Board for approval.

7.   Proposals and Details:

- Much attention both nationally and locally has been focused on the library service over recent years, in particular the issues of performance and value for money.
- In addition, other commercial services are putting the traditional library service under pressure and the role of the publicly funded library service is being constantly re-evaluated.
- The Policy is intended to provide terms of reference in a quickly changing environment, to inform staff and customers and to attempt to clarify decision-making where funding is limited.
- The Policy is not new in terms of proposing a new course of action. It does, however, outline the use of ICT in the Library & Information Service with regard to the People's Network, work with particular communities, the Library Management System, digital content and electronic forms of information and communication.

The full text of the Policy is attached as an appendix.

8.   Finance:

There are no immediate financial implications to the adoption of the Policy.
RMBC budgets will need to take account of the requirement to keep pace with rapid ICT developments in order to deliver efficient and popular Library & Information Services.

9.   Risks and Uncertainties:

There are limited risks attached, as the Policy document is essentially a position statement.
However, if the developments outlined in the document are not supported there is the risk of ineffective use of finance, declining use of the service and failure to meet national targets.
ICT developments are rapid and subject to marketing/commercial success, so there is always a risk attached to use of new technology.

10.   Policy and Performance Agenda Implications:

Effective use of ICT by Library & Information Service contributes to the following areas of the community strategy: education and training opportunities to build skills and capabilities; culture, leisure and recreation activities open to all; local needs met locally; social inclusion and equity; partnership and participative approach.

11.   Background Papers and Consultation:

This document has been approved by Phil Rogers, Head of Service Culture & Leisure, Library Management Team and Culture & Leisure ICT Strategy Group.

Contact Name : Mark Heaton, Principal Officer e-Library Services, ext. 3672, mark.heaton@rotherham.gov.uk

Library & Information Service ICT Policy

Mark Heaton
Principal Officer, e-Library Services
21st June 2006

e-Library Services

Rotherham
Metropolitan
Borough Council

Library & Information Service ICT Policy
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Introduction

Context

There has been a string of reports over the last few years which have placed the public library service under the spotlight in terms of their value for money, the nature of the services offered and their future.

- **Building Better Library Services** (Audit Commission, May 2002) pointed to a decline in library visits and book loans.

- **Framework for the Future** (Department for Culture, Media and Sport, February 2003), while drawing attention to the excellence of the traditional library service also sought to provide a long-term strategic vision for the public library service in the light of declining usage and competition from the private sector.
  "Libraries need a modern mission", at the heart of which should be:
  - the promotion of reading and informal learning
  - access to digital skills and services including e-government
  - measure to tackle social exclusion, build community identity and develop citizenship.

"As we move towards a more knowledge-based society driven by digital technologies, the need to ensure access to information for everyone adds a new dimension… " (Foreword by Minister of State for the Arts, Tessa Blackstone)

- **Who's in Charge?** produced by Tim Coates, formerly of Waterstones bookshop in May 2004, questioning the future of the public library service.

  "In the past seven years, use of the museums and archives in this country has doubled. Since visitors have been recorded, use of the public library service has fallen each year, until 2003/4, for which figures are yet to be fully reported. In the past seven years of decline in use, funding of the library service by local councils has risen by 25%.
  In the library service there is so much good work in progress to introduce reading to those who are excluded and to those who are isolated. Libraries have always been a centre for learning through life. However, today's reality is that if we do not address the fundamental structural problems of the library service, there may be no libraries to provide these excellent services to readers in ten or fifteen years' time. Those who are responsible for libraries must change what they are doing, and the way they approach their work."

- **House of Commons Select Committee on Culture, Media and Sport report** (April 2005)
  "There were pockets of excellence but, overall, there were equal proportions of satisfactory and less than adequate services across the country. The data submitted to us showed that overall spending was up but, within this total, spending on books was down; as were loans of books and overall visitor numbers. We regard a situation in which core performance indicators, and gross throughput, are falling – but overall costs are rising – as a signal of a service in distress. "

(Details of these documents in Appendix 1)

This attention which has been focused on the public library service, together with national standards and targets or impact measures being required of local library services, has stimulated debate within the library profession as to what the service has to offer.

Traditional library services are further under pressure from the "added value" which online services, such as Up My Street and Yellow Pages, are now offering and nationally promoted information and learning services like Direct.gov.uk and Learndirect have further pushed the library service to get its act together.

Added to this there is the incredible rise of Google to the status of a household word. This search engine dominates the field and has given rise to quotations such as "Google is disintermediating the library." (http://www.oclc.org/reports/escan/downloads/introduction.pdf). The question is being asked as to whether the librarian and the information role of the library are now becoming a thing of the past, as web users find for themselves the information they need.

Purpose of Policy

- To provide direction as to how ICT will be used to enable and enhance the delivery of Rotherham Library & Information Services.

- To reflect and draw on national policies and corporate policies and priorities. (see list of these in Appendix 1)

- To provide guidance for Library staff as to what is and what is not considered reasonable in ICT provision.

- To provide guidance for the public as to what may reasonably be expected from the Library & Information Services.

- To provide a service-driven basis for allocation of budget resources.

- The Policy is not intended to be a manual of staff practice. It is intended to present the policies underlying the procedures; occasional examples will be given to illustrate the application of the policy.

- In order to remain relevant to both advances in ICT and customer expectations, the Policy will be reviewed regularly, revised as appropriate and clearly dated.

Vision and Goals

- Access to traditional and developing library and information services for as many people as possible, through use of ICT, wherever and whenever they want.

- These traditional services will include those popularly expected of a library service, such as loan of books and other items, provision of information that is accurate and appropriate to the customer, and provision of time and space for groups to meet together to share experience related to learning or culture.

- The services will also include those developing initiatives that are moving the Library Service forward in attracting new audiences and retaining existing users. These will include developing communications technology, interactive digital services and communities of interest.

- Provision of ICT-based library services as a standard, integrated element of service delivery and not as an additional feature.

People's Network – public access to ICT facilities

Background

The national Government New Opportunities Fund enabled the Library & Information Service to greatly extend its provision of public ICT services when the People's Network was implemented in 2002.

Every static library site was equipped with computers, printers and scanners; a total of 176 computers in 15 sites. This compared with the previous service of 76 computers.

A high capacity network infrastructure (100MB) was installed and free internet access offered to all, compared with the previous service of less than 25 computers offering internet access charged at £1.50 per hour.

Rotherham also currently offers a free rotherhamonline.info e-mail account and remote access to web folders.

An element of the funding enabled the Library Service to train all staff up to the minimum standard of European Computer Driving Licence, to equip them with the skills to support customers in using the new public ICT facilities.

An additional sum of Bill & Melinda Gates Foundation funding provided assistive technology at all sites, with a concentration of facilities at the Central Library.

Acceptable Use

There are certain limitations as to what the Library Service can offer as a public service and the Acceptable Use Policy (see Appendix 2) sets out the basis on which the public are offered internet and other ICT facilities through the People's Network.

Acceptable Use Policy
- Produced in several formats, including minority ethnic community languages, large print and Braille.
- Version produced for Young People.

- Revised annually, or more frequently as required.

Filtering
Configured according to the user group in which the member is registered, e.g.:
- Child   age under 11
- Youth   age 11-15
- Adult   age 16+

The Library & Information Service is not just for members and there are also Temporary User accounts for those who are not registered with the library, such as visitors or those who travel for work. These share the same filtering restrictions as the relevant age user group.
(See Appendix 2 for filtering restrictions applied to different age groups).

Accessibility

When the People's Network was implemented a substantial sum was set aside to install assistive software and hardware to help those with difficulties using the new technology.

Given the funding available and the existing usage of the ICT facilities and after extensive consultation it was decided to install resources that would benefit older users having general difficulties with eyesight or manual dexterity.

All sites have a basic set of equipment while Central has more extensive resources.

The Library & Information Service is committed to providing "equality of access to Rotherham's library services for every member of the community" (Library and Information Service Social Inclusion Policy).

This applies to physical access to the Rotherham Online centres, including signage, desk height, and safety considerations) and use of the actual ICT facilities themselves, including screen magnifier, screen reader, text help software and different types of keyboard and tracking devices.

Within the constraints of budgets, we will regularly review provision and adapt our resources to meet needs.

Accessibility is also taken into account in the design of the Rotherham Online web site, following the lead of the corporate web site in aiming to adhere to World Wide Web Consortium (W3C) Web Content Accessibility Guidelines. (See Appendix 7)

Public Training and Help

It is recognised that library staff are not generally qualified trainers. However, it is reasonable to expect that staff are able to help customers make the best use of the ICT services offered.

All frontline staff are initially trained to a minimum standard of the European Computer Driving Licence, to equip them to assist users of the People's Network in

libraries. This is followed by ongoing staff training to maintain ICT skill levels, through the Next Step programme.

Given the limitations of staff availability, support takes the form of individual "trouble-shooting" type one-to-one help and more formal organised group sessions.

Individual help is intended to help people overcome particular difficulties in the use of the software or internet. Just as a member of staff would help a customer find a certain book or piece of information, so we would expect staff to support ICT customers in their use of the computer facilities.

Group sessions are valuable in terms of the efficient use of staff time, equipping customers with the knowledge to help themselves in the future and providing a congenial setting for learning together. Such sessions will be prepared and delivered by library staff where possible, addressing subjects of popular interest and supporting users in developing ICT skills in those areas which cause the most difficulties.

The aim is to run taster sessions rather than computer clubs, in that we want to encourage users to develop their own skills and interests and provide support to as many library users as possible. While there may be the demand for an ongoing computer club in certain situations, this should never be allowed to become a clique which receives special privileges at the expense of the general user.

Partnerships

We will work with partners (e.g. third party training bodies) to deliver ICT training in areas where we do not currently have the skills or staff capacity.

A charge will be made to these groups, which have their own sources of funding, for the use of our ICT centres. This charge contributes to the Library's "hidden" costs such as network and software licences, technical support and maintenance and services such as printing.

Any support provided by library friends groups should fit in with the Library & Information Service ICT Policy, Service Plan and other council policies to serve the wider library customer base and not just the groups' interests.

Mobile Library Vehicle and Community Based Services

At all locations where the Library & Information Service is delivered, customers should be offered equal access to services. It follows that provision must be made for public access to ICT services on vehicles delivering public services and in community venues where appropriate.

Other factors, such as the routes and length of stops made by the mobile library service together with the cost and reliability of communications technology, will have to be included in the equation.

Developing Services

National initiatives such as those proposed by the Museums, Libraries and Archives Council (MLA) will be seriously considered and adopted locally where they effectively

complement service development. For example, three new services, Enquire, Discover and Read were launched nationally on 19 October 2005 and have been adopted in Rotherham.

The Library & Information Service aims to offer services that are modern, innovative and of wide appeal. Within the limiting factors of the Library's role as a public service in a public venue, security issues and cost, the aim is to offer services that are technically leading edge and comparable to those that are available in the educational and commercial sectors.

For this to happen, there needs to be flexibility which allows for the service to respond quickly to customer need and popular trends.

The partnership with RBT for technical support should never inhibit service delivery.

As new software is required, it should be installed without unnecessary delay. Routines should be in place to upgrade standard software such as Office and media players which are either covered by corporate licence or free downloads.

As soon as possible the Library's People's Network installations should be moved over to a form of wireless connectivity, to discourage the "ICT ghetto" mindset among staff and members of the public and to aid the integration of the ICT services with traditional book-based services. The provision of network access to customers using their own portable devices in or in the vicinity of libraries should be investigated.

Public access computer facilities should be placed throughout the library where possible, with display material linking with book promotion, or as quick access e-mail points.

Staff should also progress in terms of their ICT skills and concept of the People's Network, which is less about the network and more about the people – quality content-focused services and not simply broadband internet access.

Work with Particular Groups

The Library & Information Service also works with ICT outside of the Rotherham Online (People's Network) Centres in libraries. Work may take place with groups in libraries or as outreach work within communities.

Work with Young People

Wherever possible we will work closely with young people to encourage their further use of the Library & Information Service and to develop their literacy, computer and social skills with activities such as the following:
- Homework support
- Tell Us About IT (Young People's computer user forum)
- Interactive Clubs

Work with Ethnic Minorities

Every effort will be made to offer services to minority ethnic communities, with provision of materials in minority languages and configuration of computers to accommodate non-English languages.

The Cultural Awareness Officer and staff will be fully involved in the development and delivery of such services.

Where need arises and funding is available for support in translation, ICT courses may be delivered specifically to groups whose first language is not English.

Work with Older People

Account will be taken of the growing older element of the population.

Assistive technology will be provided to help users who may have disabilities associated with growing old, e.g. screen magnifiers, simpler keyboards and trackballs.

ICT taster sessions planned for older people will be organised, occasionally labelled as "Silver Surfer Sessions".

The MaturITy project, in partnership with Social Services, provides a support worker for elderly people using ICT in residential homes.

Work with People with Disabilities

Assistive technology is installed in every Rotherham Online centre and services are continuously reviewed in liaison with community and Council services such as the following:
- Access Liaison Group
- Social Services, Physical and Sensory Impairment team
- ITCH (IT Can Help)
- My Ways
- Age Concern

Support is given to groups wishing to arrange visits to libraries to use the ICT facilities. Requirements are identified and visits are initially supported by e-Library Services and the Access-ability Assistant and thereafter by staff at the particular site.

Library Management System

The Library Management System is the ICT system underpinning the efficient delivery of services. This ranges through the acquisition of stock, maintenance of the library catalogue, stock movement, membership records, charges, customer loans and requests for items, and management information reports.

All staff are required to be trained in ICT to a minimum of European Computer Driving Licence level and receive training in the use of the Library Management System in order to deliver efficient services.

The Library Management System will enable the Library Service to deliver excellent customer services, meeting national requirements in terms of online access to information and services. So, for example, online access to the library catalogue and the facility to reserve items of stock or renew loans will be available to customers.

At all locations where the Library & Information Service is delivered customers should be offered equal access to services. This means the Library Management System should be accessible by staff on mobile library vehicles and in community venues where required for delivery of service.

Account will be taken of trends in technology in order to make best use of resources in delivery of services; this will include consideration of EDI (Electronic Data Interchange in the procurement process), Smartcard, RFID (Radio Frequency Identification tags) and wireless/wi-fi technologies as appropriate.

Efforts will be made to keep the Library & Information Service in step with popular developments in ICT and this may include developments such as self-service units and staff able to work with customers using hand-held devices to access the Library Management System.

Digital Content

Web based resources

In an increasingly digital age information is often published electronically and transactions can increasingly be carried out remotely over the internet.

The Library & Information Service will make full use of the Rotherham Council web site to publish information about services and to offer services interactively online.

It will also provide access to resources on the World Wide Web to fulfil its role as a public information provider.

Often the Library pages on the Council web site will provide the first impression of the service to an online user; they are important for the accessibility of the service and information about it.

Rotherham Council web site

The www.rotherham.gov.uk site will be main platform for publication of Library information on the web.

The Library will adhere to corporate policies regarding the appearance and accessibility of web pages.
(See Appendix 3 for corporate style guidelines)

e-Library Services will take overall responsibility for the maintenance of the pages relating to the Library Service on the Council web site. However, the actual work of collating information and updating the site will be devolved to units within the service.

Rotherham Online web site

As a part of the People's Network in Rotherham there is a www.rotherhamonline.info web site.

This will be used to publish information directly relating to the use of the public computer facilities in libraries.

It will also be used for certain online resources where the corporate Content Management System would cause serious technical or presentational difficulties.

This site is managed by e-Library Services with technical support from RBT.

The Online Library Catalogue

The Library catalogue will be made available electronically within libraries and over the web. It will offer at least the following facilities:

- Any user able to search the library stock
- registered members able to check their personal details and member's record
- registered members able to reserve an item of stock
- registered members able to renew a loan

The Library will seek to offer online services enhancing the user's experience of the library and comparable to the commercial sector; for example, information about authors who write similarly, information about new stock and charts of the most popular titles, reviews of books.

Online Reference Resources

The traditional information-providing role of the Library has been questioned with the widespread growth of access to the internet and the prevalence of Google as a powerful search engine. However, there is still an important role for libraries in the evaluation of web sites to provide meaningful information for the customer, accurately and quickly.

The Library will offer access to quality online reference materials, which may be subscription services. This information will be free to the customer at the point of use. The exception to this will be certain business information (Companies House and British Standards) which will be chargeable.

Images

Corporate and other official guidance will be followed in the use of photographic images with regard to Data Protection issues including, for example, the safety aspects of publishing photographs of young people.
(e.g. Information Commissioner http://www.ico.gov
and National Grid for Learning http://www.thegrid.org.uk/schoolweb/safety/)

The consent of parents or guardians (including responsible school teachers) will be obtained before the taking of photographs of children at library events, in line with corporate guidance.

Photographic images will be used only for the purpose they were taken and will not be reproduced without reference to that original purpose, nor without reference to parental/guardian's consent.

Audio/Video

Consent will be obtained where possible before video or audio material is created by the Library Service and the principles outlined above under Images adhered to.

The Library & Information Service will use audio/video where it can to enhance the services it provides.

In terms of information provision and communication, this would include video-conferencing, web cameras, digital television and plasma information screens within the library.

In terms of developing traditional loan services, this will include providing access to download music from the web and providing access to digital audiobook material as an extension of existing spoken word on CD services.

Information Management

e-Library Services holds to the principle that ICT should be the means to an end rather than the end in itself. Working from the service requirement, ICT may or may not help to deliver the solution, rather than an ICT solution being applied regardless of other possible solutions and the service need. The emphasis is on information and communication rather than technology.

ICT should enable staff to deliver a better, more efficient service, thereby releasing them to engage in more proactive, personal interaction with members of the communities they serve.

A combination of e-mail communications, use of network folders and the corporate intranet will be used to ensure all staff are fully informed of policies and procedures and to improve service delivery through efficient dissemination of information.

In general, both for e-mail and the corporate network, folders should be named in line with the content and service rather than the member of staff. (See Appendix 4 for Management of Electronic Information guidelines).

E-Mail

A fast and reliable electronic communications infrastructure will improve staff communications between all service delivery points and contribute to the provision of a service that is consistently good wherever accessed.

E-mail Inboxes should be regularly maintained by the use of Rules and folders for the storage of mail that needs to be kept. AutoArchive may be set up to manage storage of content. (See Appendix 5 on e-Mail)

Personal folders may be used to release space in the Mailbox, but these too should be checked on a regular basis to clear them of old material and free up disc space.

Folders in generic e-mail accounts should be named in line with the content and area of work and sorted by date in order to make ongoing maintenance of stored material easier. It is recommended that the guidelines for Electronic Records Management are followed for storage of personal e-mail also. (See Appendix 4 on Management of Electronic Information).

Intranet

All service points should have access to the corporate network.

The corporate intranet and the corporate network file storage will be used to provide staff with access to documents wherever possible, rather than multiple e-mails with attachments being sent to numerous staff.

The intranet site will serve as a platform for publication of material that is of interest to a wider group than Library & Information Service staff but not appropriate for publication on the web site.

Hyperlinks will be included on the intranet where the information is actually published on the Council web site.

A member of e-Library Services is assigned responsibility for the maintenance of generic LIS information on the corporate intranet.

Network folders

The Principal Officer, e-Library Services, will have overall responsibility for the structure and use of LIS folders on the corporate network.

Authority to create new folders at the top Library & Information Service level on the corporate network will be restricted to named managers. The Principal Officer, e-Library Services should be informed before any new folders are created.

A separate document outlines policy relating to naming conventions and general maintenance of these folders. (See Appendix 4 on Management of Electronic Information).

Communications

Internal

Staff will be encouraged to use e-mail in preference to leaving hand-written notes on colleagues' desks.

E-Mail should also be used in instances when reference to some form of audit trail may be needed at a future date, such as Performance & Development Reviews, C.P.A. or Charter Mark inspections.

However, heavy use of e-mail should be balanced by proper use of the corporate network and intranet. Outlook should be set up to allow inclusion of hyperlinks to file

references, internet or intranet pages rather than files being attached and circulated to numerous recipients.

The corporate Electronic Communications Policy presents the baseline for proper use of e-mail.

Internal e-mails should always be polite and fit for wider distribution at a later date if required.

Internal e-mails should never be sent anonymously (e.g. from an unattributable library e-mail account) but should have at least the name of the staff member sending the mail.

External

The etiquette and audit trail considerations that apply to internal e-mails apply still more to external communications.

E-mails should be polite, not overly informal, and respectful.
The "signature" should contain all contact information; i.e. name, position, postal address, telephone number.

Freedom of Information Act principles may apply, in which case it is imperative that responses are saved.
(See Appendix 6 for introduction to Freedom of Information Act)

Accessibility

Although a certain level of personal customisation of e-mail format is possible, it should never compromise the legibility of the content for those with any visual impairment. For example, the font should be sans serif (e.g. Arial) and the point size no less than 12.

(See Appendix 7 on Accessibility)

Staff ICT Skills

All staff should be competent in the use of ICT to carry out their job effectively and for their continuing professional development.

As a minimum all staff are expected to possess or be working towards the European Computer Driving Licence.

In order to maintain the ICT skills of library staff, an ongoing programme of refresher sessions will be delivered in appropriate subject areas (e.g. assistive technology, safe surfing, Library Management System, web site updating).
This ongoing training should be integrated with the Continuing Professional Development and Performance & Development Review process. This will ensure the progression of staff skills and reduce the need for a general re-writing or purchase of ICT course material for staff on a regular basis.

The e-Library Services team will take the lead in ensuring appropriate ICT training is provided for staff and guiding staff in their CPD relating to the application of computer technology to their work. Information about new developments in ICT related to library work will be circulated to all staff via the intranet, network or other means.

Appendices

Appendix 1 Background documents, National Policies & Priorities, Rotherham
Borough Council Policies and Priorities
Appendix 2 Acceptable Use Policy and Filtering
Appendix 3 Rotherham Council Web Site style guidelines
Appendix 4 Management of Electronic Information
Appendix 5 E-Mail
Appendix 6 Freedom of Information
Appendix 7 Accessibility

Appendix 1

Background Documents
Building Better Library Services
Audit Commission, May 2002
http://www.audit-commission.gov.uk/Products/NATIONAL-REPORT/9D0A0DD1-
3BF9-4c52-9112-67D520E7C0AB/ACKLibrariesbr.pdf

Framework for the Future
Department for Culture, Media and Sport, February 2003
http://www.culture.gov.uk/global/publications/archive_2003/framework_future.htm

Who's in Charge?
Tim Coates, for Libri, May 2004
http://www.rwevans.co.uk/libri/Who%27s%20in%20char_e_(as%20printed.pdf

Department of Culture, Media & Sport Select Committee report on libraries
April 2005
http://www.publications.parliament.uk/pa/cm200405/cmselect/cmcumeds/81/8102.ht
m

New Public Library Service Standards
Department for Culture, Media and Sport, 2004
http://www.culture.gov.uk/global/publications/archive_2004/library_standards.htm?pr
operties=archive%5F2004%2C%2Fglobal%2Fpublications%2Farchive%5F2004%2F
%2C&month

Public Library Service Impact Measures – Proposals for 2005/2006
Museums, Libraries & Archives Council , 2005
http://www.mla.gov.uk/resources/assets//F/fff_impact_intro_20050309_doc_4293.doc

Up My Street
http://www.upmystreet.com

Yell.com
http://www.yell.com/ucs/HomePageAction.do

Direct.gov
http://www.direct.gov.uk/Homepage/fs/en

LearnDirect
http://www.learndirect.co.uk/

National Policies and Priorities

Public Library Service Standards
http://www.culture.gov.uk/global/publications/archive_2004/library_standards.htm

Framework for the Future: Libraries, Learning and Information in the Next Decade - 10-year strategy document for libraries
http://www.culture.gov.uk/global/publications/archive_2003/framework_future.htm

The policy document outlines the Government's long-term strategic vision for the role of public libraries. Its purpose is to help local and library authorities agree on the key objectives for the public library service with central government and local communities.

The following three criteria should be at the heart of libraries' modernisation mission:
- The promotion of reading and informal learning
- Access to digital skills and services including e-government
- Measures to tackle social exclusion, build community identity and develop citizenship

CIPFA Standards
http://www.libplans.ws/assessments/2004/rotherham_E4403.pdf

The Audit Commission Comprehensive Performance Assessment
The Commission assesses the performance of councils and the services that they provide for local people. Our assessments help councils to focus on improvement. The assessments comprise evidence from other external review bodies plus the Commission's judgements.
http://www.rotherham.gov.uk/graphics/YourCouncil/Council+Performance/_CPA.htm
http://www.audit-commission.gov.uk/cpa/
http://cpa.audit-commission.gov.uk/Scorecard.aspx?TaxonomyID=106999

Cabinet Office Charter Mark
Charter Mark, the UK Government's national standard for excellence in customer service.
http://chartermark.cabinetoffice.gov.uk/directory/moreinfo.asp?appID=310328

Rotherham Borough Council Policies and Priorities

Corporate Plan, with Learning, Achieving, Alive, Safe and Proud as it's priority themes
http://www.rotherham.gov.uk/graphics/YourCouncil/Reports/_CorporatePlan.htm

Implementing Electronic Government
http://www.rotherham.gov.uk/NR/rdonlyres/B4875314-4FE0-44A7-880C-9F287CD0DD4F/0/IEGStatement.pdf

Education Culture & Leisure 2005-2010 ICT Strategy
http://www.rotherham.gov.uk/NR/rdonlyres/ED4858E6-3DFB-4D42-A082-1172D4FF899E/0/20052010ICTStrategy.pdf

Culture & Leisure Service Plan
http://sharepoint/C10/Children%20and%20Young%20People%20Serv/IiP%20Documents/Communication/4%20page%20summaries/CL%20Service%20Plan%202005%20-%2020081.doc

Electronic Communications Policy
http://intranet.rotherhamconnect.com/C13/C1/Security Policy Documents/Document Library/Use of Electronic Communications.doc

Information Security policy
http://sharepoint/C16/ICT%20Insurance/Document%20Library/Information%20Security%20Policy.doc

Freedom of Information
http://www.rotherham.gov.uk/NR/rdonlyres/26F3C4E6-C515-4A5B-96BF-A277EE8828BD/0/FOIPublicationScheme1105.pdf

Data Protection Policy
http://www.rotherham.gov.uk/graphics/YourCouncil/Reports/_DPP.htm

Electronic Records Management
http://intranet.rotherhamconnect.com/C10/Records%20Management/default.aspx

Library & Information Service Acceptable Use Policy
http://www.rotherham.gov.uk/graphics/Learning/Libraries/Computers+and+the+Internet/_AcceptableUsePolicies.htm

Appendix 2

Adult Acceptable Use Policy

Rotherham Library and Information Service
ICT Acceptable Use Policy

Introduction

1. Rotherham Library and Information Service is delighted to be able to provide access to computers and the internet to support the educational, recreational and cultural needs of the community. The service is available free of charge to public library members and to those visiting Rotherham. Children and young people up to the age of 16 will need to have permission from a parent or guardian to access the internet.

2. Children and young people can access the internet alone once permission has been granted. Although the Library will provide 'Safe Surfing' information to all customers, it remains the parent's or guardian's responsibility to talk to their child about safe internet usage and also about the acceptable use issues outlined in this policy.

3. We will not deny legitimate access to information by any member of the public, but we do recognise that access to electronic resources may be open to misuse and abuse. This policy has been produced in order to protect the interests of the Library Service and the community it serves.

4. Before using the computers all users must agree to abide by the terms and conditions set out in this Acceptable Use Policy. Any user who does <u>not</u> agree to them should immediately stop using the ICT facilities and notify library staff so that their ICT membership can be stopped. This will not affect access to other library services.

5. This policy will be reviewed every year to ensure that it remains relevant. The most current version will be available in all of Rotherham's public libraries and online at www.rotherham.gov.uk/libraries and www.rotherhamonline.info

6. Questions or comments about this policy can be directed to e-libraries@rotherham.gov.uk or you can ask any member of library staff.

Information

7. The internet contains a wealth of valuable and interesting information, but there may also be information that is inaccurate, out of date, controversial, offensive and/or illegal. Rotherham Library and Information Service can accept no responsibility for the quality, accuracy or availability of information accessed through the internet, although we will try to suggest sites that appear to be authoritative.

As a user it is your personal responsibility to ensure the accuracy of the information you discover. For guidelines on how to assess the quality of web-based information visit the Quality Information Checklist website at www.quick.org.uk/menu.htm

8. Rotherham Library and Information Service assumes no liability for any loss, damage or injury, direct or indirect, suffered as a result of using the computer facilities.

Security

9. The internet service is filtered in order to block access to websites known to contain unsuitable or illegal content. However, filtering software does sometimes block material that is perfectly acceptable. The Library Service is willing to consider releasing any such site after careful checking. Similarly, some inappropriate websites may not be filtered and if you have any cause for concern please speak to the member of staff on duty at the time.

10. Virus-checking software will run on all computers, but we cannot guarantee total protection from viruses when using the library computers. E-mails sent to and from Rotherhamonline.info mailboxes will be scanned for viruses.

11. You may not load your own software or connect your own computer equipment to library equipment or networks, although some exceptions are allowed, e.g. adaptive hardware and USB memory sticks.

12. You should never reveal your username and password to another user as you remain responsible for any misuse of the service that occurs through your account. Nor should you try to log on to the network with another person's details.

13. Online financial transactions (shopping, banking, bill payments etc.) are an increasingly common use of the internet and should only be conducted over secure connections. Secure server software encrypts (scrambles) all your personal information including credit or debit card number and name and address. The encryption process takes the characters you enter and converts them into bits of code that are then securely sent over the internet and cannot be read and understood by any third party.

Look out for the secure padlock icon in the task bar, or make sure that the web address starts with **https://**. Please note that Rotherham Library and Information Service cannot be held responsible for any losses resulting from sending confidential financial information via the internet.

Please be aware that entering personal or private details over the internet may lead to you receiving unwanted mail.

14. Families, children and young people should also be aware of other internet safety issues, as highlighted on these websites: www.thinkuknow.co.uk and www.bbc.co.uk/cbbc/help/safesurfing

Unacceptable Use

15. Rotherham Library and Information Service does not prohibit specific online activities as long as they are not considered to be illegal, offensive, obscene, abusive or troublesome to other computer users. This includes not using the ICT facilities in any way which may result in a breach of the:

- Copyright, Designs and Patents Act 1988 and the European Copyright Directive 2001;
- Data Protection Act 1998;
- Obscene Publications Act 1959 & 1964;
- Protection of Children Act 1978;
- Sexual Offences Act 2003;
- Public Order Act 1986;
- Computer Misuse Act 1990;
- Human Rights Act 1998; and
- Any other local, regional, national and international law, order or regulation.

The Council can and will monitor access to internet sites, and access to any material in breach of these terms may be subject to further action. We reserve the right to check your internet usage logs without informing you.

16. E-mails sent from Rotherhamonline.info mailboxes may be monitored to ensure that the terms of this policy are being followed.

17. Users must not interfere with equipment, amend or delete existing software or settings.

Downloading and Copyright Issues

18. We allow the legal download of music only from approved sites. Please ask staff for a guide to sites we allow you to use. This is also available from the web directory at www.rotherhamonline.info under the Hobbies and Recreation – Music category.

19. You can download material from the internet in accordance with copyright restrictions: under UK law copyright material sent over the internet or stored on web servers will generally be protected in the same way as material in other media. See www.patent.gov.uk/copy/indetail/copyinter.htm for more details.

20. You should not use the scanning facilities to copy and alter material protected by copyright. This includes Birth, Death, Marriage, Adoption and Divorce

certificates; passports; official documents from the Home Office, and utility bills.

21. There are also copyright restrictions relating to the scanning of books, journals and magazines. If you are in any doubt about copyright limitations, ask a member of library staff, but you should generally follow by these rules:
    - Scanning a copy of complete works is prohibited
    - Small extracts can be scanned/copied for the purpose of private study (20 pages, or 10%, whichever is the smaller amount)
    - Only a single copy of a given page can be made
    - No more than one article per journal/magazine issue may be copied

Applying the Acceptable Use Policy in Libraries

22. Library staff have the right to instruct computer users to remove unsuitable images or text from the screen if, in the staff member's judgment, the image or text is displayed in such a way that other library users cannot reasonably avoid viewing it.

23. Rotherham Library and Information Service reserves the right to refuse further computer access to any individual accessing or distributing materials which are considered to be illegal or unacceptable, or have the potential to offend or disturb others. Library staff on site will decide whether any computer activity is unacceptable and this decision will be subject to confirmation by Library Management.

24. As well as the loss of computer privileges, other actions may be taken, including reporting a suspected, or suspected attempted criminal offence to the appropriate authorities for investigation and prosecution, and the taking of proceedings in the civil courts. If a child or young person goes against the terms of this Acceptable Use Policy, the Library Service will inform the parent or guardian who signed the consent form.

Young Person's Acceptable Use Policy
Welcome to your Rotherham Online Centre!

You can use the computers and internet free of charge at your local library (but you will have to pay for printing). All you need is a library ticket and permission from your parent or carer.

You can use the computers in the library to help with homework and for fun. The internet lets you find out about all sorts of interesting things to help you with your hobbies and learning. You can play games and even get in touch with other young people by visiting chat rooms and by sending emails.

We want you to enjoy using the computers and the internet, but most of all we want you to use the internet safely. Look out for all the Safe Surfing tips in your library.

Before using the computers and the internet in the library you must read the following information – it tells you more about using the computers in the library.

Here is some more information about using the computers

1. You will need to have permission from your mum, dad or carer to use the internet. Make sure you give them the 'Guide for Grown-ups' leaflet. They will need to sign the permission form and bring it back to the library before you're allowed to use the internet.

2. You can use a computer for 30 minutes. Sometimes you will be allowed to use it for 1 hour. Please stick to your time so that everyone gets to have a go!

3. Look after your library ticket . You must bring it with you every time you want to use a computer. Do not give it to anyone else to use and don't tell anyone what your username and password is.

4. The internet is filtered, meaning that we have special software to stop some sites getting through. You probably won't be able to access every site you want to in the library. This is because we have some rules about what type of sites you can look at. For example, you will not be allowed to play violent, rude or mafia role-play games. There are lots of other good games available. See the www.rotherhamonline.info/children site for some suggestions.

5. You can only visit the chat rooms that have been checked by library staff. These will be suitable for your age group and supervised (moderated). Instant Messaging is <u>not</u> allowed.

6. The filtering software doesn't stop every bad site getting through. If you come across something nasty or upsetting please tell a member of staff.

7. You should never use your Rotherhamonline.info email account to send nasty messages to other people (we can check your mailbox if someone complains about you or if we think you aren't following this rule). If you get a nasty email, don't reply to it, just delete it. Talk to a member of staff or other grown-up if it upsets you.

8. The emails you send and receive will be checked for viruses.

9. If you are using the computers for homework you can save your work into your own storage area, onto a floppy disc or onto a USB memory stick. There are lots of good internet sites and books in the library to help you with your homework but remember it is wrong to just copy what you find.

10. Do not try and load your own software onto the library computers, or install things from the internet.

11. You will respect other library users and staff by behaving well and not being too noisy!

Filtering

Children 0-10

0-10 BLOCK LIST		0-10 ALERT LIST
ALLOW ALL EXCEPTIONS		
Adults Only		Visual Search Engines
Advertisements		
Alcohol		
Auction		
Chat		
Drugs		
Electronic Commerce		
Employment Search		
Free Mail/Web Mail		
Gambling		
Games		
Jokes		
Hate/Discrimination		
Illegal		
Lingerie		
Message/Bulletin Boards		
Murder/Suicide		
Nudity		
P2P/Loopholes		
Personal Information		
Personals		
Pornography		
Profanity		
School Cheating Information		
Search terms		
Sex		
Swimsuits		
Tasteless/Gross		
Tobacco		
Violence		
Weapons		
Web Hosting/Free Pages		

Youth 11-15

11-15 BLOCK LIST		11-15 ALERT LIST
ALLOW ALL EXCEPTIONS		
Adults Only		Web Page Hosting/Free Pages
Advertisements		Visual Search Engines
Alcohol		
Auction		
Chat		
Drugs		
Gambling		
Games		

Electronic Commerce		
Hate/Discrimination		
Illegal		
Jokes		
Lingerie		
Message/Bulletin Boards		
Nudity		
Pornography/Personal Information		
Profanity		
School Cheating Information		
P2P/Loopholes		
Personal Information		
Personals		
Sex		
Swimsuits		
Search terms		
Tasteless/Gross		
Tobacco		
Violence		
Weapons		
Murder/Suicide		

Adult 16+

16+ BLOCK LIST		16+ ALERT LIST
ALLOW ALL EXCEPTIONS		
Advertisements		Chat
Drugs		Gambling
Hate/Discrimination		Message/Bulletin Boards
Illegal		Personals
Murder/Suicide		Web Page Hosting/Free Pages
P2P/Loopholes		Visual Search Engines
Personal Information		
Pornography		
Profanity		
School Cheating Information		
Search terms		
Sex		
Tasteless/Gross		
Violence		
Weapons		

Appendix 3

Rotherham Council Web Site style **guidelines**

text | standard font
the standard font for use on the rmbc website is verdana 10pt
text entered into the **title** and **introduction** text holders will automatically be reformatted

images
the standard **image size** is 170 x 126 pixels [jpeg format]

if you need to use larger images [maps/diagrams etc] create a new page for the larger image and use a 170x126 thumbnail to create a **hyperlink** to it

when creating larger images you need to be aware of **file size** and **download time**

content

navigation| the main objective should be to allow the user to reach the required
information as easily as possible. Wherever possible this should be no more than **5 clicks** away from of the home page.

information hierarchy | try not to overload the user with too much information at
once, but present information in "bite size" chunks and that lead the user to the more "in depth" material.

example
The outdoor education service has produced an in depth report on Rotherham's Outdoor Education Policy [30 pages]

A useful way to present this information would be:
Outdoor Education Channel Home Page: include a link announcing that the document is available
Create an **Outdoor Education Policy Page** giving **brief details** of the policy content with a **link to an attached pdf** version of the policy.
If the document is large [be aware of download times] and/or in sections/chapters it may be helpful to break the pdf file into sections and provide links, with a summary of content, to the individual sections.

audience | be aware of the audience you are trying to reach. If you have written a report
for members or a briefing paper for colleagues, **is the language appropriate for public access?** If you are using technical terms you may need to provide an explanatory note.
Avoid using jargon. Web users want easily understandable information, quickly.

Appendix 4

Management of Electronic Information

Guidelines for Library & Information Service Staff

1. Creation

a) Individual files
All new files that are created should be stored within the existing filing system, i.e:
- saved on '**G' drive,** within the relevant **topic folder, subject folder** (and **sub folder(s)** if appropriate)
- **named logically** according to document content
- **not** given a **lengthy file name**
- passed to e-Library Services for consideration for the corporate **Intranet** if it contains information that may need to be accessed across service areas, e.g. meeting papers for Programme Area/Corporate wide groups
- put onto the **RMBC Website** if contains public information

Remember – files need to be stored in such a way that will enable easy retrieval by yourself or others who need access to the information.

b) New subject folders
Only **identified individuals** within LIS have permission to **create new subject folders.** If you are unable to locate an appropriate subject folder to store your files, please contact e-Library Services who will create a new one for you. This system has been set up to ensure a robust process is in place to:
- avoid duplication of folders
- ensure an accurate and up-to-date file list is maintained
- allocate and record an owner to each folder
- allow correct read and/or write permissions to folders

2. Maintenance & tracking

Individuals should allocate time on a regular basis to focus on **file maintenance**. Regular review of subject folders and files will ensure continuity of an effective records management system, and will reduce the need for lengthy 'clean-up' sessions on an ad hoc basis.

- **File owners' responsibilities**:
  - ensure individual files containing personal identifiable information are stored securely – i.e. in folders where access is restricted to those who are entitled or in your H:\ drive folder
  - in the event of leaving RMBC, inform the appropriate person of any relevant passwords, restricted access folders etc
  - protect records which are vital to the continued function of the Authority, i.e. ensure that others are not able to delete or modify them
  - clearly identify the latest version of any document that has more than one edition using version control, e.g. *'Staff guidelines – v0.1draft'* may be

updated and renamed *'Staff guidelines – v0.2draft',* then endorsed and become *'Staff guidelines – v1.0final'*

- **Folder owners' responsibilities**
    - ensure folders containing personal identifiable information are given restricted access when established, so only those who need to view the content can do so
    - ensure that documents within the folder are not kept longer than necessary (see [Records Management Society](#) Retention and Disposal Guidelines)
    - ensure folders that are no longer in use but need to be retained for legislative / corporate purposes are archived (see point 3 below)
    - ensure folders only contain information relevant to that subject
    - ensure all files within the folder are named appropriately according to the content of the document

3. <u>Archiving</u>

Records requiring permanent preservation and no longer in regular use should be transferred as soon as possible to archive with easy access facilities:
- ensure the **subject folder** (or sub folder) is no longer in regular use
- on confirmation that folder requires archiving, **transfer** contents of folder to a CD, **leaving an empty folder in existence** in the original network location
- **clearly label the CD** as to what information it stores and file CD in the appropriate place within your office (agreed within your service area)
- in electronic network folder, create and save a document which clearly identifies what files have been archived, date of archive and **precise location of CD**
- inform the **identified individual** within the service area (who has responsibility for opening new subject folders) when **subject folders** are to be archived (to ensure an up-to-date file list is maintained)

4. <u>Destruction</u>

Records not required for permanent preservation but have reached the end of their administrative life should be destroyed (see Guidelines on Retention and Disposal)

Individuals must:
- ensure destruction of files / folders fall in line with Retention and Disposal Guidelines
- recognise the level of **confidentiality** or security markings on documents when destroying obsolete files / folders and destroy appropriately in a secure manner
- keep a record of the destruction of **significant documents** showing:
    - file reference
    - description of content
    - date of destruction
    - reason for destruction

- contact e-Library Services in advance when **subject folders** are to be deleted, to check any wider implications and to ensure an up-to-date file list is maintained.

5. <u>E-mails</u>

See the IT Service Desk section of the Intranet for guidance on how to deal with the management of e-mails.

If you have any questions about the content of these guidelines, or wish to clarify any issues in relation to electronic records management in LIS, please contact Mark Heaton, e-Library Services Officer, 01709 822672 (external).

Appendix 5

Microsoft Outlook E-Mail
Archive and AutoArchive

Your Outlook mailbox grows as items are created in the same way that papers pile up on your desk. In the paper-based world, you can occasionally shuffle through your documents and store those that are important but not frequently used. Documents that are less important, such as newspapers and magazines, you can discard based on their age.

You can quickly complete the same process in Outlook. You can manually transfer old items to a storage file by clicking Archive on the File menu, or you can have old items automatically transferred by using AutoArchive. Items are considered old when they reach the age you specify. With AutoArchive, you can either delete or move old items. Outlook can archive all types of items, but it can only locate files that are stored in a e-mail folder, such as a Microsoft Excel spreadsheet or Word document attached to an e-mail message. A file that is not stored in a e-mail folder cannot be archived.

AutoArchive is a two-step process. First, you turn on AutoArchive. On the Tools menu, click Options, click the Other tab, and then click AutoArchive. Second, you set the AutoArchive properties for each folder that you want archived. At the folder level, you can determine which items are archived, and how often they are archived. You can automatically archive individual folders, groups of folders, or all Outlook folders. The process runs automatically whenever you start Outlook. The AutoArchive properties of each folder are checked by date, and old items are moved to your archive file. Items in the Deleted Items folder are deleted.

Several Outlook folders are set up with AutoArchive turned on. These folders and their default aging periods are Calendar (6 months), Tasks (6 months), Journal (6 months), Sent Items (2 months), and Deleted Items (2 months). Inbox, Notes, Contacts, and Drafts do not have AutoArchive activated automatically.

There is a difference between exporting and archiving. When you archive, the original items are copied to the archive file, and then removed from the current folder. When you export, the original items are copied to the export file, but are not removed from the current folder. In addition, you can only archive one file type, a personal folder file, but you can export many file types.

When you archive, your existing folder structure is maintained in your new archive file. If there is a parent folder above the folder you chose to archive, the parent folder is created in the archive file, but items within the parent folder are not archived. In this way, an identical folder structure exists between the archive file and your mailbox. Folders are left in place after being archived, even if they are empty.

To access the AutoArchive settings, click Tools-Options-Other-AutoArchive:
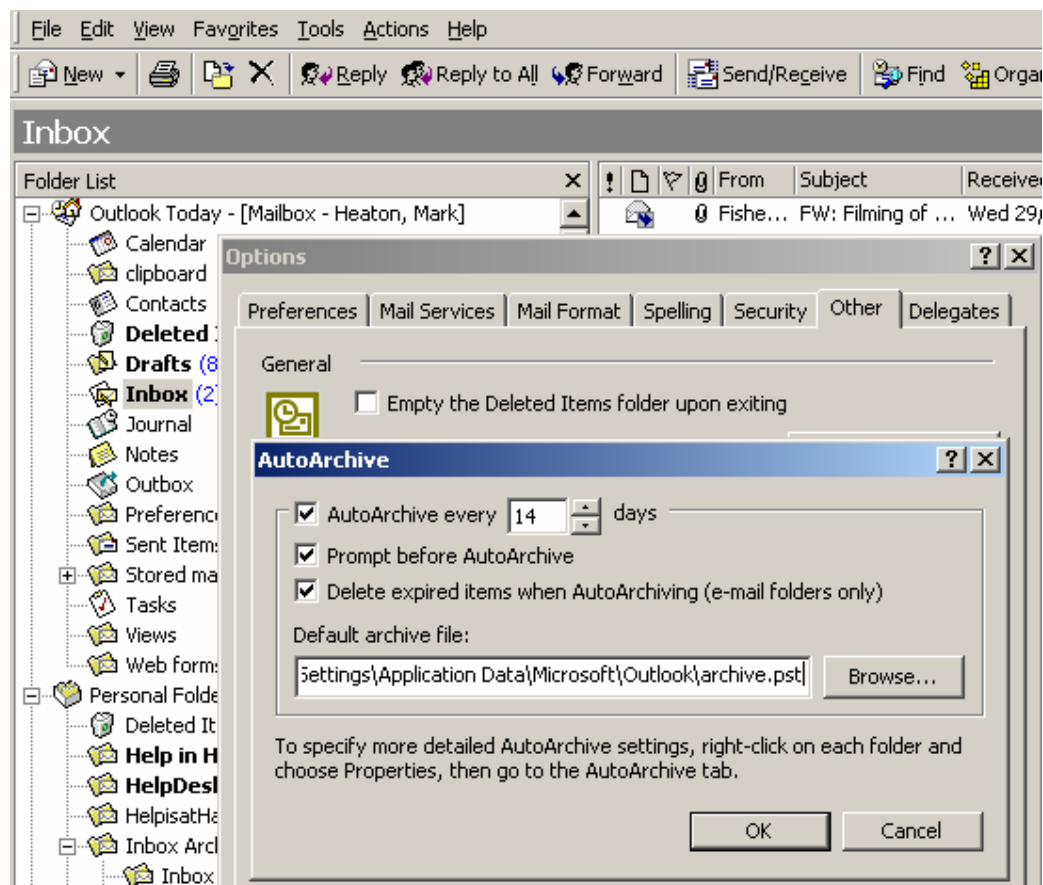
How to Create a Personal Folder

1. On the **File** menu, point to **New**, and then click **Personal Folders File (.pst)**.

2. In the **Save in** list, click the folder you want to save the file in.

3. In the **File name** box, type a name for the file, and then click **Create**.

4. In the **Name** box, type the name you want to display in your Microsoft Outlook Folder List for the folder.

5. Select any other options you want.

Note: Personal folders are saved with the extension .pst, and the folder items remain on your computer, not on the server. If you use another computer, you will not be able to see items stored in personal folders.

Note: By default, personal folders are created for messages. You can add other subfolders for other item types — for example, Contacts. In the Folder List, click the personal folder, and then on the **File** menu, point to **New**, and then click **Folder**.

Rules Wizard Access the Rules Wizard through the Tools menu.

Appendix 6

Freedom of Information Act 2000

Introduction from the web site of the Information Commissioner
(http://www.ico.gov.uk/eventual.aspx)

The Act enables people to gain access to information held by public authorities in two ways:

Publication Schemes

Every public authority must make some information available as a matter routine of through a publication scheme. Information that is included in such a scheme must be made available to the public. A publication scheme is both a public commitment to make certain information available and a guide to how that information can be obtained. For more information, visit our Publication Schemes page.

General right of access

Any person has the right to make a request for information held by a public authority. The authority must usually respond to this request within 20 working days. This right came into force on the 1 January 2005.

Exemptions

The Act recognises that there are grounds for withholding information and provides a number of exemptions from the right to know, some of which are subject to a public interest test.

The Act also sets out procedures for dealing with requests, such as time limits for compliance and fees that must be charged.

For more information on the exemptions see Exemptions Guidance. For more details on your rights under the Act see Your Right to Know. To read guidance for public authorities, see Legal Obligations.

Making complaints

The Information Commissioner is the independent regulation of the Act, with responsibilities to promote the legislation and enforce compliance with its provisions. This includes making decisions as to whether a public authority has dealt with requests properly.

For more information see our How to Complain page.

Further information

For a statement on the Commissioner's general approach to the interpretation and enforcement of the legislation, please see Regulation under the Act and the EIR.

Appendix 7

Guidelines for Accessibility

RMBC web site: http://www.rotherham.gov.uk/graphics/SiteTools/_Accessibility/
Web Accessibility Initiative: http://www.w3.org/WAI/

RMBC Intranet guidance "Providing accessible and inclusive services and communication" and "Writing for the Web":

Extract from RNIB "See it Right"
http://www.rnib.org.uk/xpedio/groups/public/documents/PublicWebsite/public_seeitright.hcsp

Clear print

Clear print is a design approach which better takes into account blind and partially sighted readers.

Simply, a Clear Print document will find a wider audience. The solutions we propose are straightforward and inexpensive, focusing on some basic design elements, for example font, type size, contrast and page navigation.

Clear Print differs from large print in the size of the type used (known as point size). Clear Print documents set text in a minimum type size of 12 point (although we recommend 14 point to reach more customers with sight problems). Large print documents are produced in a larger type size, ranging from 16 to 22 point.

Clear Print guidelines are based on our experience of the issues over many years together with advice from experts in the field. Currently more research is underway into areas such as contrast, type size and page layout. RNIB hosts a scientific advisory panel to ensure that our guidelines are based on sound research and take expert opinions into account.

Type size

The size of the type (known as point size) is a fundamental factor in legibility. We recommend a typeface between 12 to 14 point. To make sure you reach more people with sight problems it's better to go for 14 point.

Contrast

The better the contrast between the background and the text, the more legible the text will be. Note that the contrast will be affected by the size and weight of the type. Black text on white background provides best contrast.

Typeface

As a general rule, be guided by typefaces such as Arial, Univers and New Century Schoolbook. These are all good examples of clear and legible typefaces.

Avoid simulated handwriting and ornate typefaces as these can be difficult to read.

Type styles

Capital letters and italicised text are both generally harder to read. A word or two in capitals is fine but avoid the use of capitals for continuous text. We advise that italic text is not used where an alternative emphasis is available.

Leading

The space between one line of type and the next (known as leading) is important. As a general rule, the space should be 1.5 to 2 times the space between words on a line.

Type weight

People with sight problems often prefer bold or semi-bold weights to normal ones. Avoid light type weights.

Websites

It's important to design your website so it's flexible. Customers should be able to adjust text and colour settings in their browser to suit their individual needs.

Other customers will browse your website using "text to speech" software. Careful design is paramount for people accessing the web using speech access because inappropriate use of HTML can make a website unreadable.

For a full explanation of accessible web design visit the Web Content Accessibility Guidelines (WCAG) published by the Web Accessibility Initiative (WAI), which is part of the World Wide Web Consortium (W3C). RNIB is a contributing member.

RNIB offers a commercial consultancy service on website accessibility, including website audits, presentations and seminars. For more information visit RNIB's Web Access Centre.

Document is Restricted

	ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS	

1.	Meeting:	Lifelong Learning, Culture and Leisure Cabinet Member and Advisors
2.	Date:	10th October 2006
3.	Title:	Culture and Leisure Services: Fees and Charges 2006/07 Mid-Year Review
4.	Programme Area:	Children & Young People's Services

5. Summary

The report outlines a proposed mid-year increase of fees and charges for 2006/07.

6. Recommendations

That the fees and charges set out at Appendix A be approved.

7. Proposals and Details

By way of achieving sustainable budgets it has become necessary to review the current fees and charges that have been in place since April 2006.

It should be noted, however, that several core services still remain free of charge, e.g. public library service, museum service, archives and local studies service and casual access to green spaces and children's play areas. Where there is a charge there is often a concessionary rate and, particularly related to leisure activities, a Junior Rothercard rate. Concessionary customers are not restricted to access at off-peak times as is the case in many other local authorities.

Charges have been increased where it is believed feasible to do so (highlighted in red) and where it is felt that the market can stand it. The proposed charges are with effect from Monday, 30th October, 2006.

8. Finance

The proposed increase in some charges is part of the current budget exercise aimed at achieving additional income into the Service. However, it should be borne in mind that there may be a potential reduction in customer numbers as a result of the increases.

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

Although there is expected to be some customer resistance to price increases, activities and services will still offer good value for money. The Council's Cultural Services were judged as offering Good Value for Money in the recent Cultural Services Inspection. Service Managers will continue to act on customer feedback when appropriate.

10. Policy and Performance Agenda Implications

Sustainability: The priority for the service, in the short term, is to move towards budget sustainability and the proposals outlined will make a contribution to the sustainability of the service.

Corporate Priorities: the services/activities provided meet the Council priorities of Rotherham Alive, Rotherham Achieving and Rotherham Proud.

11. Background Papers and Consultation

Appendix A – Proposed Fees and Charges 2006/07.

Contact Name: Marie Hayes, Commercial and Promotional Services Manager, 01709 839056, marie.hayes@rotherham.gov.uk.

APPENDIX A

CULTURE AND LEISURE

PROPOSED FEES AND CHARGES FOR 2006/2007 from 30.10.06

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
ARTS CENTRE				
ROOM HIRE (non-vatable unless hired for sporting activity)				
Meeting Room 1 Hire (Category C) (Mon-Fri 9.00 a.m.-5.00 p.m.) per hour	£13.90	£13.95	£9.10	£9.15
Meeting Room 1 Hire (Category C) (Mon-Fri 5.00 p.m. - 10.00 p.m. & all day Saturday) per hour	£16.70	£16.75	£10.85	£10.90
Meeting Room 2 Hire (Category B) (Mon. to Fri. 9 a.m.-5 p.m.) per hour	£20.90	£20.95	£13.60	£13.65
Meeting Room 2 Hire (Category B) (Mon. to Fri. 5 p.m.-10 p.m.) and all day Saturday per hour	£25.05	£25.10	£16.25	£16.30
Art Studio Hire (Mon-Fri 9.00 a.m. - 5.00 p.m.) per hour	£21.05	£21.10	£13.70	£13.75
Art Studio Hire (Mon-Fri 5.00 p.m. - 10.00 p.m. & all day Saturday) per hour	£25.25	£25.30	£16.45	£16.50
Studio as Meeting Room (Mon-Fri 9.00 a.m. - 5.00 p.m.) per hour (Category C)	£13.90	£13.95	£9.10	£9.15
Studio as Meeting Room (Mon-Fri 5.00 p.m. - 10.00 p.m. & all day Saturday) per hour (Category C)	£16.70	£16.75	£10.85	£10.90
Studio Theatre Hire for non-performance work (Mon-Fri 9.00 a.m. - 5.00 p.m.) per hour	£36.25	£36.30	£23.55	£23.60
Studio Theatre Hire for non-performance work (Mon-Fri 5.00 p.m. - 10.00 p.m. & all day Saturday) per hour	£40.95	£41.00	£26.60	£26.65
Studio Theatre Hire for performances inclusive of FOH Manager, Steward, Box Office, Technician, basic lighting and sound rigs (3 hours free use for Get In and Rehearsal) per performance	£211.10	£211.15	£162.95	£163.00
Sunday performances by arrangement	£367.20	£367.25	£276.45	£276.50
Bar Hire	Extension Charge to negotiate if already open		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Cafe Hire (meeting space only capacity as Mtg Room 1)	£14.15	£14.20	£9.25	£9.30
Licensing applications	Cost plus 20%		N/A	N/A
Entrance Foyer Display Facilities per day	£9.35	£9.40	£6.10	£6.15
STAFFING COSTS				
Charges per hour or part hour made to all Societies for Sunday use, get-in and/or rehearsal:				
First 8 hours (one member of staff, additional staff extra)	£31.60 per hour		N/A	
Over 8 hours (one member of staff, additional staff extra)	£39.10 per hour		N/A	
Additional staff	£12.80 per hour		N/A	
Charge per hour or part hour made to all Societies for weekday use, get-in and/or rehearsal:				
First 8 hours (one member of staff, additional staff extra)	£19.45 per hour		N/A	
Over 8 hours (one member of staff, additional staff extra)	£22.85 per hour		N/A	
Additional staff (relief staff at this rate only)	£7.05 per hour		N/A	
Front of House/Stage Manager/Technicians/Crew (for non-performances) per hour each	£15.80		£10.30	
Stewards, Box Office staff, Security staff (for non-performances) per hour each	£12.45		£8.10	
DEPOSITS/CANCELLATIONS				
Deposit for Hirers	25%		N/A	
Cancellation Fee for all spaces except room bookings:				
In Week of Event	100%		N/A	
Within a Month	80%		N/A	
Cancellation of Room Bookings:				
Charge for room booking cancelled on day	100%		N/A	
Charge for room booking cancelled within the week	80%		N/A	
Charge for room booking cancelled within the month	50%		N/A	
EQUIPMENT				
Basic Sound Rig (Main Hall) per hour (2 speakers, mixing desk, speakers on stand, 1 x mic on stand)	£15.80	£15.85	£10.30	£10.35
Basic Lighting Rig (Main Hall) per hour (4 colour wash pre-set, 4 x open white profiles from front rig)	£15.80	£15.85	£10.30	£10.35
Slide Projector, Stand and Screen per hour	£5.20	£5.25	£3.35	£3.40
Overhead Projector per hour	£4.55	£4.60	£3.00	£3.05
Overhead Projector full day (9 a.m.-5 p.m.)	£10.80	£10.85	N/A	N/A

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Flip Chart Stand (including pad) per session	£7.15	£7.20	N/A	N/A
Television and Video per hour	£5.20	£5.25	£3.35	£3.40
Hire of Steinway Piano (Arts Centre only) per performance	£32.15	£32.20	£20.90	£20.95
Piano Tuning	At cost + 10%		N/A	
Kiln Firing (Studio) per firing	£19.45	£19.50	£12.65	£12.70
Equipment Specials for use in Arts Centre only				
Follow Spot inclusive of operator per session	£27.15	£27.20	£20.65	£20.70
Record Deck per session	£12.65	£12.70	£8.25	£8.30
Revox Reel to Reel per session	£13.75	£13.80	£8.90	£8.95
Dat Machine/C.D./M.D./Cassette per session	£29.85	£29.90	£19.40	£19.45
Electric Piano per session	£29.85	£29.90	£19.40	£19.45
Porta Studio per session	£33.30	£33.35	£21.65	£21.70
Strobe (Jumbo) per session	£13.75	£13.80	£8.90	£8.95
Strobe (Mega Star) per session	£17.20	£17.25	£11.25	£11.30
Mirror Ball per session	£16.70	£16.75	£10.85	£10.90
Radio Microphones per session	£15.50	£15.55	£10.10	£10.15
Smoke/Haze Machine per session	£13.15	£13.20	£8.55	£8.60
Smoke/Haze Machine fluid as required	At cost + 10%		N/A	
Gaffer Tape per roll	£10.45	£10.50	£8.00	£8.05
Microphones per session	£8.00	£8.05	£5.20	£5.25
6 way Pyro System per session	£8.00	£8.05	£5.20	£5.25
Pyro Cartridges	At cost + 10%		N/A	
Headset System FOH/Backstage per session	£14.35	£14.40	£9.35	£9.40
SPX50 Multi FX (reverbs, etc.) per session	£14.35	£14.40	£9.35	£9.40
Bass Digital Delay per session	£14.35	£14.40	£9.35	£9.40
Monitors/foldback (x 2) one mix per hour	£2.50	£2.55	N/A	N/A
White cyc per session	£31.60	£31.65	N/A	N/A
Small White Screen (approx. 16 x 7 ft) per hour	£2.50	£2.55	N/A	N/A
Gel (per lamp)	£0.30	£0.35	N/A	N/A
Gobo (per lamp)	£1.50	£1.55	N/A	N/A
DI Boxes x 3 per session	£5.20	£5.25	£3.35	£3.40
BOX OFFICE/MARKETING				
Ticket Printing per ticket	£0.16		£0.11	
Posting Tickets	£0.50		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Box Office Service - all events at Arts Centre must sell tickets through Arts Centre Box Office	13% commission		7% commission	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	£38.65		N/A	
Mail-out charge (per letter)	£0.60		£0.50	
Distribution fee for professional companies per 1000	£17.55		N/A	
STORAGE (non-vatable)				
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m²	£27.50		£17.90	
Storage Charge (cupboard space per cupboard) per annum	£29.85		N/A	
MISCELLANEOUS				
Commission of Sales (Art/Craft Works)	15% prof./amateur		N/A	
Performing Rights Society Recharge per night - where RMBC makes returns	On application Quarterly in arrears		N/A	
Workshops/Holiday Activities/Masterclass	Variable to at least cover costs + 10%		N/A	
Workshops/Holiday Activities/Masterclass Concessionary	Variable to at least cover costs		N/A	
COMMUNITY ARTS (non-vatable)				
Dance Teaching in RMBC LEA Schools	£22.75 per hour negotiable	£22.80	N/A	N/A
Dance Teaching in non-RMBC LEA Schools/ Grant Maintained/Independent Schools	On application		N/A	
Workshops/Holiday Activities/Masterclasses	Variable to at least cover costs + 10%		N/A	
THEATRE (1st September 2006-31st August 2007)				
THEATRE HIRE (non-vatable)				
Theatre Hire per night (10% discount on week's hire) 6 pm-10.30 pm Mon-Sat (2 crew, 1 duty manager, 1 box office)	£428.85		£339.35	
Theatre Hire per night 6pm-10.30 pm Sunday (2 crew, 1 duty manager, 1 box office)	£645.40		£489.30	
Additional Matinee or other day hire	£323.00		£254.15	
Theatre hire per night 6-10pm for rehearsals (2 crew only)	£354.75		£270.05	
Hire by out of Borough societies per night (10%				

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
discount on week's hire)	£523.20		N/A	
Additional Matinee or other day hire (out of Borough societies)	Price on application		N/A	
Non-performance hire (for meetings, etc.) (3 hours) (excludes events requiring staffing)	£91.75		£59.65	
Commercial Hire	Negotiable		N/A	
Annexe Rehearsal Rooms per 4 hour session each room (double rate on Sundays)	£45.95		£29.85	
Hire of Café	On application		N/A	
Licensing Applications	Cost plus 20%		N/A	
Hire of Bar	On application		N/A	
STAFFING COSTS				
Additional 'relief' staff (if required and available) per hour Mon-Sat.	£14.00		£9.15	
Additional 'relief' staff per hour (Sunday)	£17.00		£11.05	
Charge per hour or part hour made to all Societies for Sunday use, get-in and rehearsal: (2 members of staff only, additional staff extra)	£36.70		N/A	
Charge per hour or part hour made to all Societies for weekday use, get-in and rehearsal: (Mon-Fri 9 am-5 pm) (2 members of staff only, additional staff extra)	£20.70		N/A	
Additional staff per hour	£14.00		£9.15	
Staff FOH, stage manager, technician, etc., per person per hour	£15.80		N/A	
Call-out Charge	£35.05		N/A	
Specialist staff as speakers/enablers (staff going out)(non-vatable) per hour	£22.75 + expenses		N/A	
DEPOSITS/CANCELLATIONS				
Deposit for Hirers	25%		N/A	
Cancellation Fee:				
In Week of Event	100%		N/A	
Within a Month	80%		N/A	
EQUIPMENT				
Hire of Yamaha Piano	£25.15		£16.30	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07	Proposed Increase	2006/2007	Proposed Increase
	Full		**Conc./Rothercard**	
Piano Tuning	At cost + 10%		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Follow Spots (compulsory for most shows) per hour/per operator	£9.10		£6.85	
Mirror Ball per week	£14.90		£9.70	
U.V. Lamps per week	£14.35		£9.35	
Strobe per week	£14.35		£9.35	
Draping	£72.30		N/A	
Hire of Fancy Drapes per week	£34.40		N/A	
Repair of Drapes	Variable to include cost of replacement		N/A	
Replacement of drapes if damaged beyond repair	Cost of replacement		N/A	
Fibre Optic Star Cloth	£11.10 per day £55.65 per week		N/A	
Smoke Machine per day	£13.15		£8.55	
Smoke or Haze Machine Fluid as required	At cost + 10%		N/A	
Smoke Machine per week	£61.90		£40.20	
Haze Machine per day	£13.15		£8.55	
Haze Machine per week	£61.90		£40.20	
Rope Light per week	£25.35		N/A	
Wipe Track (2 available) per day	£10.15		N/A	
Radio Microphone per day	£15.45		£10.00	
Gaffer Tape per roll	£9.95		£5.70	
Pyrotechnic Detonator System per week	£25.60		N/A	
Orchestra Pit/Forestage	£35.80		N/A	
Set up/installation of externally hired equipment per hour	£15.80		N/A	
BOX OFFICE/MARKETING				
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space	£36.70		N/A	
Mail-out charge (per letter)	£0.60		£0.50	
Distribution fee for professional companies per 1000	£17.55		N/A	
Ticket Printing per ticket	£0.16		£0.11	
Posting Tickets	£0.50		N/A	
Ticket commission	17%		7%	
Ticket commission where theatre sells all tickets	10%		5%	
STORAGE (non-vatable)				
Storage Charge (for equipment, scenery,				

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
costumes, materials, etc.) per day per 10m²	£27.50		£17.90	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
MISCELLANEOUS				
Performing Rights Society Licence (where RMBC makes returns)	On application charged quarterly in arrears		N/A	
Assisted Visits to the Theatre (Schools and Specialist Groups) outside Rotherham Borough & private schools non-vatable	£56.80		£37.85	
Workshops/Holiday Activities/Masterclasses	Variable to at least cover costs + 10%		N/A	
Workshops/Holiday Activities/Masterclasses Concessionary	Variable to at least cover costs		N/A	
Shops - Mark up	Variable		N/A	
Merchandising	Plus 15-20%		N/A	
CLIFTON PARK MUSEUM, YORK AND LANCASTER REGIMENTAL MUSEUM & ART GALLERY ROOM HIRE (non-vatable)				
Hire of Museum (Special Conditions apply)	On application		N/A	
Courtyard Hire (Category B) during normal Museum public opening hours (Mon-Thurs) per hour	£20.90	£20.95	£13.60	£13.65
Courtyard Hire (Category B) (Mon. to Thurs. 9 a.m. - 10 a.m.) per hour	£20.90 + caretaking cost	£20.95 caretaking cost	£13.60 + caretaking cost	£13.65
Courtyard Hire (Category B) Fridays 9 a.m. - 4.30 p.m. per hour	£20.90 + caretaking cost	£20.95 + caretaking cost	£13.60 + caretaking cost	£13.65
Courtyard Hire (Category B) outside normal public opening hours 5 p.m. - 10 p.m.	£25.05 + caretaking cost	£25.10 caretaking cost	£16.25 + caretaking cost	£16.30
Caretaking cost per hour	£12.20	£12.25	N/A	N/A
Cancellation of Room Bookings:				
Charge for room booking cancelled on day	100%	100%	N/A	N/A
Charge for room booking cancelled within the week	80%	80%	N/A	N/A
Charge for room booking cancelled within the month	50%	50%	N/A	N/A

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Slide Projector, Stand and Screen per hour	£5.20	£5.25	£3.35	£3.40
Overhead Projector per hour	£4.55	£4.60	£3.00	£3.05
Overhead Projector full day (9 a.m.-5 p.m.)	£10.80	£10.85	N/A	N/A
Flip Chart Stand (including pad) per session	£7.15	£7.20	N/A	N/A
Television and Video per hour	£5.20	£5.25	£3.35	£3.40
Powerpoint Projector per hour	N/A	£5.50	N/A	N/A
Powerpoint Projector full day 9 am - 5 pm	N/A	£15.00	N/A	N/A
Laptop per hour	N/A	£5.50	N/A	N/A
Laptop full day 9 am - 5 pm	N/A	£15.00	N/A	N/A
BOX OFFICE/MARKETING				
Ticket Printing per ticket	£0.15		£0.10	
Posting Tickets	£0.40		N/A	
Box Office Service - all events at Museum must sell tickets through Museum	12% commission		6% commission	
Publicity & Promotion of Booked Events at request of hirer per advert minimum (inc. design, advert space and handling charge)	£38.65		N/A	
Mail-out charge (per letter)	£0.55		£0.45	
STORAGE (non-vatable)				
Storage Charge (for equipment, scenery, costumes, materials, etc.) per day per 10m²	£27.50		£17.90	
Object Loans (Special conditions apply) (non-vatable)				
Per Item up to 4 excl. delivery	£6.40	£6.45	N/A	N/A
Per Item up to 4 excl. delivery Rotherham LEA Schools only	Free		N/A	
5-6 Items inclusive excl. delivery	£29.75	£29.80	N/A	N/A
5-6 Items inclusive excl. delivery Rotherham LEA Schools only	Free		N/A	
Reminiscence Box excl. delivery	£11.40	£11.45	N/A	N/A
Curriculum Themed Boxes	£29.75	£29.80	N/A	N/A
Curriculum Themed Boxes Rotherham LEA Schools only	Free		N/A	
Display Cases	Price by negotiation to at least cover costs			
Transport of Display Cases			N/A	
Installation of Display Cases				
Display Boards	Price on application		N/A	
Object Identification/Research Enquiries*:				
In person up to 1hour	Free		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Over 1 hour in person (inclusive of postage & photocopies) per hour	£17.00	£17.05	N/A	N/A
Research enquiries by post per hour or part thereof	£22.75	£22.80	N/A	N/A
Photocopies by staff*:				
A3 Black and White	£0.50	£0.55	N/A	N/A
A4 Black and White	£0.30	£0.35	N/A	N/A
Digital Copies - Photos*:				
Black & White on photo paper	£1.05	£1.10	N/A	N/A
Colour on photo paper	£1.55	£1.60	N/A	N/A
Digital Copies - Other*:				
Black & White	£0.35	£0.40	N/A	N/A
Colour	£0.55	£0.60	N/A	N/A
Handling Charge - postal & telephone orders	£2.20	£2.25	N/A	N/A
Photo Quality Copies*:				
A5 Black & White/Colour	£4.35	£4.40	N/A	N/A
A4 Black & White/Colour	£6.50	£6.55	N/A	N/A
Transparency Reproduction Fee*:	£73.50	£73.55	N/A	N/A
	£157.50	£157.55	N/A	N/A
Film/Video/Photography*:	On application		N/A	
GENERAL				
Assisted Visits from Rotherham LEA Schools to Museums (non-VAT)	Free (+ cost of material where appropriate)		N/A	
Assisted Visits from schools outside RMBC LEA and grant maintained independent schools (non-VAT)	£48.25 per group for up to 2 hours (no more than 30 per group)	£48.30	N/A	N/A
Specialist staff as enablers (staff going out) to schools, colleges, etc., within Rotherham Metropolitan Borough (non-VAT)	Minimum £21.65	21.70	N/A	N/A
Specialist staff as enablers (staff going out) to schools, colleges, etc., outside Rotherham Metropolitan Borough per hour (non-VAT)	£34.05 + travel exp.	34.10	N/A	N/A
Fees for Consultancy Work*:				
Unskilled staff per day	£58.45	£58.50	N/A	N/A
Skilled staff per day	£176.05	£176.05	N/A	N/A

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Professional staff per day	Up to £409.50	£409.55	N/A	N/A

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Speakers Fees/Guided Tours (non-VAT)	£22.75 for first hour plus £10.80 per hour for any additional or part hours	£22.80 £10.85	N/A	N/A
Workshops/Holiday Activities/Masterclasses	Variable to at least cover costs + 10%		Variable to at least cover costs	
Commission on Sales (Art/Craft/Exhibits)	Min. 15% prof./amateur		N/A	
Hire of Display Space (Craft Case)	£31.50	£31.55	N/A	N/A
Hire of Display Space (Corridor Wall)	£31.50	£31.55	N/A	N/A
Shops - Mark-up	33%-100%		N/A	
LIBRARIES AND INFORMATION SERVICES				
Books (non-vatable)				
Overdue Charges per day open	£0.10		N/A	
Overdue Charges maximum	£5.00		N/A	
Cassettes*				
Hire Charges per week or part	£0.65		£0.40	
Overdue Charges per day open	£0.15		N/A	
Overdue Charges maximum	£6.00		N/A	
Talking Books (non-vatable)				
Hire Charges per week or part	Free		N/A	
Overdue per day per title	£0.10		N/A	
Overdue Charges maximum	£5.00		N/A	
Compact Discs*				
Hire Charges per week or part	£1.20		£0.75	
Overdue Charges per day open	£0.25		N/A	
Overdue Charges maximum	£7.50		N/A	
Video & DVDs:*				
Feature Films hire per 2 days	£2.45		£1.55	
Feature Films Overdue per day	£1.65		N/A	
Central Library Intermediate Band hire per week	£1.80		£1.15	
Community Lib. Intermediate Band hire per week	£1.80		£1.15	
Intermediate Band Overdue per day	£0.65		N/A	
Educational & Other hire per week	£1.30		£0.85	
Educational & Other Overdue per day	£0.60		N/A	
Overdue Notices (under 16's & over 60's exempt): (non-vat)				
Community Library Services	£0.40		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Mobiles & D.G.H.	£0.20		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Reservations (non-vat)				
Inter-Library Loans	£2.60		N/A	
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				
Books where price known in stock less than 2 years	100%		N/A	
Books where price known in stock more than 2 years	50%		N/A	
Cassettes, CD-Roms, Compact Discs & Videos:				
In stock up to 1 year	100%		N/A	
In stock over 1 year	50%		N/A	
If price not known, use these as average prices:				
ANF hardback	£21.65		N/A	
ANF paperback	£14.05		N/A	
AF hardback	£17.30		N/A	
Junior	£9.75		N/A	
Popular paperback	£7.35		N/A	
Paperpack junior	£4.30		N/A	
Cassettes	£8.65		N/A	
Compact Discs	£12.60		N/A	
CD-Roms and Videos	Refer to Snr. Librarian		N/A	
DVDs	£15.75		N/A	
Minor Damage: (non-vat)				
Books - rebinding ANF	£8.40		N/A	
Books - rebinding AF	£8.40		N/A	
Books - rebinding Junior	£8.40		N/A	
Books - minor damage	£1.10		N/A	
Cassettes & C.D.s Broken Box	£0.50		N/A	
Cassettes & C.D.s Lost Leaflet	£2.15		N/A	
Video Broken Box	£0.50		N/A	
Non-books minor damage minimum replacement	£1.10		N/A	
Lost Bibliomondo Tickets: (non-vat)	£1.05		N/A	
Discarded Library Books (staff may use their discretion)				
to charge more for any item if necessary) (non-VAT):				
Children's	£0.50		N/A	
AF hardback	£0.65		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
ANF	£1.05		N/A	
or % original price whichever is greatest	15%		N/A	
Paperbacks	£0.30		N/A	
Discarded Cassettes (discretion to increase)	£1.05		N/A	
Discarded Compact Discs (discretion to increase)	£2.10		N/A	
Discarded Videos (discretion to increase)	£3.15		N/A	
Coin-op Photocopying:*				
A4 (Central Lending Library)	£0.10		N/A	
A3 (Central Lending Library)	£0.30		N/A	
Coin-op Photocopying Colour:*				
A4	£1.35		N/A	
A3	£2.00		N/A	
Copies from microfilm*	£0.30	£0.40	N/A	N/A
Photocopies - Community Libraries:*				
A4	£0.10		N/A	
A3	£0.20		N/A	
Visability - Charge for Brailling Material (non-VAT):				
Private Companies per sheet	£0.20		N/A	
Council Departments per sheet	£0.10		N/A	
Individuals per sheet	£0.10		N/A	
Hire of Rooms (Wath & Maltby) (Category B) (non-VAT):				
In opening hours per hour	£20.90	£20.95	£13.60	£13.65
Outside opening hours	Hourly rate + caretaking cost		N/A	
Hire of Rooms (Swinton) (Category C) (non-Vat):				
In opening hours per hour	£13.90	£13.95	£9.10	£9.15
Outside opening hours	Hourly rate + caretaking cost		N/A	
Other Branches (Category D) (non-Vat):				
In opening hours per hour	£7.00	£7.05	£4.50	£4.55
Outside opening hours	Hourly rate + caretaking cost		N/A	
Display Cases (AC & BLs)*:				
Promotional Displays per month (insurance)	£11.15	£11.20	N/A	N/A
Promotional Displays per week	£2.75	£2.80	N/A	N/A
Commercial	Negotiable		N/A	
IT Facilities:*				
Paper copies Black & White per copy (up to 10 copies)	£0.10		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Paper copies Black & White each per copy (over 10 copies)	£0.05		N/A	
Paper copies Colour (All)	£0.30		N/A	
Internet user per hour/half hour	Free		N/A	
IT support material	£2.10		£1.35	
Use of ICT Centres (non-Vat):				
Band A (libraries that can accommodate 12+ learners)	£21.65 per session	£21.70	N/A	N/A
Band B (libraries that can accommodate 6-11 learners)	£10.80 per session	£10.85	N/A	N/A
Band C libraries that can accommodate up to 6 learners)	£5.40 per session	£5.45	N/A	N/A
Information Services:*				
List of companies per company name/detailed list per company name	£0.10 - £0.25		N/A	
Printouts from locally held (per company)	£0.25		N/A	
Companies House Searches	Company House Charge plus £1.10 handling charge		N/A	
British Standards	Voucher Charge plus £1.10 handling charge		N/A	
Microfilm/Reader Printer	£0.30	£0.40	N/A	N/A
FAX Messages:*				
UK outgoing per A4 page	£1.00		N/A	
Plus handling charge	Free		N/A	
UK incoming per A4 page	£0.50		N/A	
Rest of World	£2.00		N/A	
ARCHIVES & LOCAL STUDIES				
Photocopies* - by staff				
A4 Black & White	£0.30		N/A	
A3 Black & White	£0.50		N/A	
A4 Colour	£1.55		N/A	
A3 Colour	£2.30		N/A	
Copies from microfilm/microfiche*:				
A4 Black & White	£0.35	£0.40	N/A	
A3 Black & White	£0.55	£0.60	N/A	
Digital Copies - Maps & Aerial Photos*				
Black & White	£0.55	£0.60	N/A	
Colour	£0.85	£0.90	N/A	
Digital Copies - Other*				

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Black & White	£0.35	N/A	N/A	N/A
Paper copies Black & White per copy (up to 10 copies)	N/A	£0.15	N/A	N/A
Paper copies Black & White per copy (over 10 copies)	N/A	£0.10	N/A	N/A
Colour	£0.55	£0.60	N/A	
Printouts on People's Network	£0.05	£0.10	N/A	
Viewfinder Copies* (if ordered from Clifton Park Museum or Community Libraries handling charge of £2.00)				
Black & White A4 normal	£0.55	£0.60	N/A	N/A
Black & White A4 normal, 5 copies	£2.10	£2.15	N/A	N/A
Black & White A4 satin	£2.10	£2.15	N/A	N/A
Colour A4 normal	£1.05	£1.10	N/A	N/A
Colour A4 satin	£2.10	£2.15	N/A	N/A
Photograph Digital Files plus cost of CD*	£1.05	£1.10	N/A	N/A
Photo Quality copies*				
A5 Black & White/Colour	£4.35	£4.40	N/A	N/A
A4 Black & White/Colour	£6.50	£6.55	N/A	N/A
Photo editing*	On application		N/A	
Reproduction Fee*	On application		N/A	
Handling Charge* - Postal & Telephone orders	£2.20	£2.25	N/A	N/A
Research per hour or part hour*	£22.75	£22.80	N/A	N/A
Talk by staff per hour (non-vat):	£22.75 for first hour plus £10.80 per hour for any additional or part hours	£22.80 £10.85	N/A	N/A
EXHIBITIONS, TECHNICAL & CONSERVATION UNIT				
Design, construction and advisory work carried out within Culture, Leisure and Lifelong Learning: Materials	At cost + 30% handling charge		N/A	
Hired Equipment	At cost + 30%		N/A	
Use of Hired Van	£51.10-£79.50 plus fuel + 30%	£51.15-£79.55	N/A	N/A
Design, construction and advisory work carried out outside Culture, Leisure and Lifelong Learning but within RMBC: Materials	At cost + 10%		N/A	

SERVICE: LIBRARIES, MUSEUMS AND ARTS

Activity	2006/07 Full	Proposed Increase	2006/2007 Conc./Rothercard	Proposed Increase
Hired Equipment	At cost + 10%		N/A	
Use of Hired Van	£51.10-£79.50 plus fuel + 10%	£51.15-£79.55	N/A	N/A
Staffing costs per person per hour	£22.75 + expenses	£22.80+exp	N/A	N/A
Rockingham Road Show:				
Hire of Gas Kiln per day	£17.05 + gas	£17.10+gas	N/A	N/A
Gas Costs per day (dependent on no. of firings)	£34.05-£68.15	£34.10-£68.20	N/A	N/A
Cost of pots (dependent on size)	£1.70-£3.40	£1.75-£3.45	N/A	N/A
Cost of Van per day	£51.10 + fuel	£51.15+fuel	N/A	N/A
Staffing costs per person per hour (**N.B.** minimum 3 staff for Health and Safety requirements)	£22.75	£22.80	N/A	N/A
Set up of Interactive Touch Screen Computers per hour	£22.75 + transport	£22.80	N/A	N/A
Supervision of Interactive Touch Screen Computers per hour	£22.75	£22.80	N/A	N/A

APPENDIX A

CULTURE AND LEISURE

PROPOSED FEES AND CHARGES FOR 2006/07 from 30.10.06

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
ALLOTMENTS (applicable from 2007/08)						
Site per acre	£154.80				N/A	
Plot (plus water rates) - Statutory Site	£15.45		N/A		N/A	
Plot (plus water rates) - Temporary Site	£15.45		N/A		N/A	
Tool Shed	£7.75		N/A		N/A	
BOWLS*						
Season Ticket (April-September)	£55.70		£36.20		£30.60	
Season Ticket (October-February)	£27.85		£18.10		£15.30	
One Hour	£2.80		£1.80		£1.55	
NOVELTY GOLF*						
Novelty Golf	£1.10		£0.70		£0.60	
PAVILION HIRE*						
(Social or Commercial Hirer + 100%) per session						
CliftonPark/Wath Sports Pavilion/Canklow	£20.90		£13.60		N/A	
PLAYING PITCHES*						
Regular bookings that meet criteria - exempt VAT						
Class "A" Football/Hockey/Rugby/Cricket						
(incl. Changing & Showering facilities)	£45.40 (£38.63 VAT exempt)				N/A	
Official "Under 18 Leagues"			£29.50 (£25.10 VAT exempt)		N/A	
Class "B" Football/Hockey/Rugby (incl. Changing Facilities but no services)	£38.60 (£32.85 VAT exempt)				N/A	
Official "Under 18 Leagues"			£25.10 (£21.36 VAT exempt)		N/A	
Class "C" Football/Rugby/Artificial Cricket Wicket (without Changing & Showering facilities)	£34.05 (£28.97 VAT exempt)				N/A	
Official "Under 18 Leagues"			£22.15 (£18.85 VAT exempt)		N/A	
PITCH AND PUTT*						
Per Round	£2.40		£1.55		£1.30	
Deposit on equipment	£5.00		N/A		N/A	
PUTTING*						
Per Round	£1.30		£0.85			
TENNIS*						
Tennis - Season Ticket (April-September)	£55.70		£36.20		£30.60	
Tennis - Season Ticket (October-March)	£27.85		£18.10		£15.30	

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Per Court, Per Hour	£5.20		£3.40		£2.85	
OUTDOOR EVENTS						
Administration Fee (Events Safety Pack)	£15.00		N/A		N/A	
Park Hire - Community/Voluntary Groups per hour	£6.85	£6.90	£4.45	£4.50	N/A	N/A
Park Hire - Commercial Groups	On application		N/A		N/A	
Equipment Hire Deposit:						
Mini Soccer Posts	£50.00 refundable deposit		N/A		N/A	
SPORT AND LEISURE SERVICES						
SWIMMING*						
Main & District Pools - Public Swimming Sessions						
Swim	£3.00		£2.00		£1.65	
Under 3 year old swim	Free		Free		N/A	
Adult & Under 5 swim	£4.00		N/A		N/A	
2 Adults and 2 Under 5's (i.e 2nd and subsequent adults pay for under 5's only)	£7.00	£7.10	N/A	N/A	N/A	N/A
Heartbeat Monthly Swim Pass	£24.00		N/A		N/A	
Family Ticket (2 adults & 2 children)	£9.00	£9.20	N/A	N/A	N/A	N/A
Link Swim	£2.00		N/A		N/A	
Holiday Swim Promotion (Juniors)	N/A	N/A	£1.00	£1.05	£0.65	£0.70
Junior Swim Club 2 weeks unlimited swimming	£7.50		N/A		N/A	
Junior Swim Club 4 weeks unlimited swimming	£12.50		N/A		N/A	
Junior Swim Club 6 weeks unlimited swimming	£16.00		N/A		N/A	
POOL HIRE PER HOUR						
Main and District Pools	£51.50	£52.50	N/A	N/A	N/A	N/A
Maltby Sports Centre	Price on application		N/A		N/A	
School Hire	£58.35		N/A		N/A	
Sports Development (Swim Training Scheme)	£53.05		N/A		N/A	
Birthday Parties District Pools incl. VAT	Price on application		N/A		N/A	
Inflatable Equipment Hire inc. VAT	£15.00		N/A		N/A	
Maltby Sports Centre Parties inc. inflatable & VAT	Price on application		N/A		N/A	
Extra lifeguard Monday - Friday	£11.00		N/A		N/A	
Extra lifeguard Saturday	£16.50		N/A		N/A	
Extra lifeguard Sun	£22.00		N/A		N/A	
LEARN TO SWIM/DIVE/WATER POLO (Exempt VAT)						
Adult/Concession/Junior (half hour)	£3.30	£3.40	£2.20 (R/Card only)	£2.30	N/A	N/A
Adult/Concession/Junior (3/4 hour)	£3.80	£3.90	£2.50 (R/Card only)	£2.60	N/A	N/A
Adult/Concession/Junior (one hour)	£4.30	£4.40	£2.80 (R/Card only)	£2.90	N/A	N/A

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Free for guardian to spectate	Free		N/A		N/A	
1:1 swimming tuition (half hour)	£17.50	£17.60	N/A	N/A	N/A	N/A
1:2 swimming tuition (half hour)	£23.30	£23.40	N/A	N/A	N/A	N/A
Learn to Swim Block Payments						
Adult/Concession/Junior (half hour block)	£19.80	£20.10	£13.20(R/Card only)	£13.50	N/A	N/A
Adult/ Concession/ Junior (3/4 block) (based on 6 weeks)	£22.80	£23.10	£15.00(R/Card only)	£15.30	N/A	N/A
Adult/Concession/Junior (one hour block)	£25.80	£26.10	£16.80(R/Card only)	£17.10	N/A	N/A
General Activities*						
Admission to buildings/Athletics spectators	£0.55	£0.60	N/A	N/A	N/A	N/A
Aquafit/Splashdance	£3.80		£2.50		N/A	
Aquanatal	£3.00		£2.00		N/A	
Arthritis Swim	£3.00		£2.00		N/A	
Badminton (per hour per court)	£7.00	£7.10	£4.55	£4.65	£3.85	£3.95
Children's Activities (variable) (exempt VAT)	£0.55 - £1.75	£0.60 - £1.80	N/A	N/A	N/A	N/A
Courses -(free entry for guardian to spectate) (exempt VAT) ½ hour	£2.75	£2.80	£2.30	£2.35	£1.50	£1.55
Courses -(free entry for guardian to spectate) (exempt VAT) 1 hour	£2.85	£2.90	£2.50	£2.55	£1.75	£1.80
Courses -(free entry for guardian to spectate) (exempt VAT) 2 hours	£3.95	£4.00	£3.15	£3.20	£2.15	£2.20
Courses -(free entry for guardian to spectate) (exempt VAT) 3 hours	£4.45	£4.50	£3.45	£3.50	£2.45	£2.50
Courses - Block Fee (exempt VAT) 1 hour	£17.10	£17.40	£15.00	£15.30	£10.50	£10.80
Hydrofit	£4.40		£2.90		N/A	
Nursery (per session)	Price on application		N/A		N/A	
Pool Table	£3.00		N/A		N/A	
Step Aerobics - Adult - variable (exempt VAT)	£3.05 - £3.35	£3.10 - £3.40	£2.00 - £2.20	£2.05-£2.25	N/A	N/A
Squash - (40 minutes per court)	£5.10	£5.15	£3.50	£3.55	£2.80	£2.85
Tea Dance (self-help)	£0.90		N/A		N/A	
Table Tennis per hour	£3.00		£2.00		£1.70	
Equipment Hire	£2.60		£1.70	£1.75	£1.40	£1.45
Deposit	£5.00		£3.25		N/A	
HALL HIRE (non-vat unless hired for sporting activity)						
Herringthorpe Leisure Centre						
Climbing Wall (Group Bookings) Off Peak	£24.90	£24.95	N/A	N/A	N/A	N/A
Climbing Wall (Group Bookings) Peak	£31.80	£31.85	N/A	N/A	N/A	N/A
Main Hall	£66.85	£70.00	N/A	N/A	N/A	N/A
Half Hall	£33.45	£35.00	N/A	N/A	N/A	N/A
Missile Range	£20.75	£20.80	N/A	N/A	N/A	N/A
Multi-purpose Hall (Social)	£20.75	£20.80	N/A	N/A	N/A	N/A
Conference Room	£20.75	£20.80	N/A	N/A	N/A	N/A

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Training Room (Category D) per hour	£7.00	£7.05	N/A	N/A	N/A	N/A
Dri-Play Area 5-a-side Football Pitch up to 6.00 p.m. (under 16 yrs. only)	£1.20	£1.25	N/A	N/A	N/A	N/A
Dri-Play Area 5-a-side Football Pitch up to 6.00 p.m. with lights (under 16 years only)	£7.65	£7.70	N/A	N/A	N/A	N/A
Dri-Play Area 5-a-side Football Pitch	£12.70	£12.75	N/A	N/A	N/A	N/A
Dri-Play Area 5-a-side Football Pitch with lights	£17.85	£17.90	N/A	N/A	N/A	N/A
Birthday Parties	Price on application		N/A		N/A	
Activity Rooms per hour						
Maltby Sports Centre (Category C)	£13.90	£13.95	£9.10	£9.15	N/A	N/A
Rawmarsh Leisure Centre (Category C)	£13.90	£13.95	£9.10	£9.15	N/A	N/A
Thrybergh Sports Centre Social Unit (Category C)	£13.90	£13.95	£9.10	£9.15	N/A	N/A
Wath Swimming Pool (Category C)	N/A	£13.95	N/A	£9.15	N/A	N/A
Charles T. Broughton Pool (Category C)	N/A	£13.95	N/A	£9.15	N/A	N/A
Rawmarsh Leisure Centre						
Sports Hall per hour	£22.30	£22.35	£14.55	£14.60	N/A	N/A
Small Hall per hour (Category B)	£20.90	£20.95	£13.60	£13.65	N/A	N/A
Hall hire for functions and special events (Not Weddings)	Price on application		N/A		N/A	
Thrybergh Sports Centre						
Full Hall	£28.00	£29.00	N/A	N/A	N/A	N/A
Half Hall	£14.00	£14.50	N/A	N/A	N/A	N/A
Birthday Party	Price on application		N/A		N/A	
Brampton Leisure Centre						
Hall Hire	£22.30	£22.35	£14.55	£14.60	N/A	N/A
Fitness Studio Activity - Adult*	£2.85	£2.90	£1.85	£1.90	N/A	N/A
Fitness Studio - 3 visits*	£7.45	£7.50	£4.85	£4.90	N/A	N/A
Fitness Studio - 6 visits*	£14.70	£14.75	£9.45	£9.50	N/A	N/A
Cancellation of Room/Hall bookings:						
Charge for room booking cancelled on day	100%		N/A		N/A	
Charge for room booking cancelled within the week	80%		N/A		N/A	
Charge for room booking cancelled within the month	50%		N/A		N/A	
Herringthorpe Athletics Stadium*						
Arena Hire full or half day	Price on application		N/A		N/A	
Athletics	£2.60	£2.65	£1.75	£1.80	£1.40	£1.45
Season Ticket	£75.00	£80.00	£48.75	£50.00	£41.25	£43.00
Season Ticket - Family	£140.00	£145.00	£90.00	£95.00	N/A	N/A
Track Centre Pitch	£68.90	£70.00	N/A	N/A	N/A	N/A

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SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Track Centre Pitch with lights	£93.60	£95.00	N/A	N/A	N/A	N/A
Heartbeat*						
Induction	£17.15	£17.20	£8.60	£8.65	N/A	N/A
Per Session	£3.95	£4.00	£3.20	£3.25	N/A	N/A
Per Month (direct debit / payroll deduction)	£25.50		£23.40		N/A	
Annual	£260.00		£218.40		N/A	
Members Extra						
Swim after training	Free		Free		N/A	
Aerobics/Step/Circuit - (Annual & Monthly members only)	Free		Free		N/A	
COUNTRY PARKS						
THRYBERGH COUNTRY PARK						
FLY FISHING* (includes car parking fee)						
5 hours (2 fish) (replaces evening ticket)	£9.25		£7.35		N/A	
Full day (4 fish)	£13.00		£10.50		N/A	
Season Permit (4 fish, 100 visits)	£278.25		£220.50		N/A	
Season Permit (2 fish, 100 visits)	£204.75		£168.00		N/A	
Season Permit (4 fish, 50 visits)	£204.75		£168.00		N/A	
Season Permit (2 fish, 50 visits)	£152.25		£122.85		N/A	
FLOAT TUBING*						
Season Permit Float Tube Launch	£26.25		N/A		N/A	
Day Ticket Float Tube Launch	£1.55		N/A		N/A	
CARAVAN/CAMPING*						
Backpack Tent per night	Pitch Fee £2.10 Plus £1.05 per person		N/A		N/A	
Family Tent per night	Pitch Fee £4.35 Plus £1.05 (adults) £0.50 (children)		N/A		N/A	
Caravans, trailer tents & motorhomes per unit per night	£8.65 (first 2 people inc. + additional persons) Child (5-15) £0.50 Over 16 £1.05		N/A		N/A	
Awning	£1.05		N/A		N/A	
Additional Vehicles per overnight stay	£1.55		N/A		N/A	
Rally Rate per night	£6.80 plus awnings (no additional charge per person)		N/A		N/A	
Long Stay (up to 21 days)	Full rate per night		N/A		N/A	

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Long Stay (21 days and over) (per week)	£48.80 (first 2 people inc. + additional persons) Child (5-15) £0.50 Over 16 £1.05		N/A		N/A	

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
OTHER ACTIVITIES						
School Visits (per pupil)	£1.25		N/A		N/A	
EQUIPMENT HIRE						
Ropes & Pins per 100m per day	£4.75	£4.80	N/A	N/A	N/A	N/A
Tables per table per day	£1.20	£1.25	N/A	N/A	N/A	N/A
Bunting	£0.50 per day	£0.55 per day	N/A	N/A	N/A	N/A
Loud Hailer per event	£5.60	£5.65	N/A	N/A	N/A	N/A
CAR PARKING*						
Weekdays/Weekends/Bank Holidays						
March-October:						
Up to 2 hours	£0.50		N/A		N/A	
2-4 hours	£0.70		N/A		N/A	
Over 4 hours	£1.20		N/A		N/A	
Weekends/Bank Holidays November-February:						
Up to 2 hours	£0.50		N/A		N/A	
2-4 hours	£0.70		N/A		N/A	
Over 4 hours	£1.20		N/A		N/A	
Car Parking - Season Ticket	£17.50		N/A		N/A	
ULLEY COUNTRY PARK						
COARSE FISHING*						
Season Ticket	£50.65		£32.15		N/A	
Day Ticket Full	£3.15		£1.55		N/A	
OTHER ACTIVITIES						
Hire of Multi-purpose Room (1 Hour)* (Category C)	£13.90	£13.95	£9.10	£9.15	N/A	
School Visits (Per Pupil)	£1.25		N/A		N/A	
CAR PARKING*						
Car Parking - Monday - Friday	£0.30		N/A		N/A	
Car Parking - Weekends & Bank Holidays	£0.50		N/A		N/A	
Car Parking - Season Ticket	£17.50		N/A		N/A	
ROTHER VALLEY COUNTRY PARK						
WATERSPORTS*						
Double Handed Dinghies (per 90 minutes)	£11.00		£7.15		£6.05	
Single Handed Dinghies (per 90 minutes)	£8.10		£5.25		£4.45	
Windsurfer (per 90 minutes)	£7.55		£4.95		£4.15	
Canadian Canoe (per 90 minutes)	£7.55		£4.95		£4.15	
Kayak Canoe (per 90 minutes)	£6.40		£4.20		£3.50	
Open Canoe (per 90 minutes)	£6.40		£4.20		£3.50	

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Topo Duo Canoe (per 90 minutes)	£7.05		£4.60		£3.90	
Rowing Boat (per 30 minutes)	£4.00		£2.85		N/A	
Family Saver (4 single handed craft + 4 wetsuits (must have at least 1 adult and 1 under 16) (per 90 minutes)	£23.60		N/A		N/A	
Pedal Boat (per 30 minutes)	£4.00		£2.85		N/A	
Wet Suit (per 90 minutes)	£4.70		£3.05		£2.55	
Wet Suit (per day)	£9.35		£6.10		£5.15	
Buoyancy Aid (per day)	£5.35		£3.45		£2.95	
Rafting Sets	£11.75		N/A		N/A	
Instructor/Supervisor	£33.70		N/A		N/A	
POWERBOAT HIRE*						
Powerboat including fuel (per day)	£101.20		N/A		N/A	
Powerboat including fuel (per half day)	£50.60		N/A		N/A	
Powerboat Driver per hour	£10.80		N/A		N/A	
LAUNCH FEES						
Private Launch - Per Day	£6.80		£4.40		£3.70	
Private Launch (within 3 hours of closure)	£4.00		£2.60		£2.20	
6 month Private Launch Saver	£114.75		£74.65		£63.10	
10 month Private Launch Saver	£190.00		£124.00		£105.00	
Storage & Launch Saver (10 month launch, 12 month storage)	£220.00		N/A		N/A	
1 month Private Launch Saver (min. of 6 months to be purchased first)	£20.25		£13.10		£11.15	
6 month Jet Ski Launch Pass	£114.75		N/A		N/A	
1 month Jet Ski Launch Pass (min. of 6 months to be purchased first	£20.25		N/A		N/A	
CRAFT STORAGE*						
Boats per Year	£106.90		N/A		N/A	
Windsurfer/Canoe per Year	£50.60		N/A		N/A	
CYCLE HIRE*						
Cycle Hire Deposit (per cycle)	£5.00		N/A		N/A	
Cycle Hire Deposit (per group of over 6 people)	£30.00		N/A		N/A	
Cycle Hire - (per hour)	£3.40		£2.20		£1.85	
Cycle Trailers (per hour)	£2.00		N/A		N/A	
Wheelchair Cycle (per hour)	£3.40		£2.20		£1.85	
Tandem Cycle (per hour)	£6.50		£5.25		£3.55	
LAKE HIRE*						
Summer - All Day Lake Hire						
Sole use of Main Lake	£1,081.50		N/A		N/A	

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Partial use of Main Lake	£540.75		N/A		N/A	
Hire of Northern Lake	£432.60		N/A		N/A	
Lake Hire Deposit to confirm booking (non-refundable)	20% of cost		N/A		N/A	
Lake charges do not include equipment						
Winter - All Day Lake Hire						
Sole use of Main Lake	£757.05		N/A		N/A	
Partial use of Main Lake	£378.50		N/A		N/A	
Hire of Northern Lake	£324.45		N/A		N/A	
Lake Hire Deposit to confirm booking (non-refundable)	20% of cost		N/A		N/A	
Lake charges do not include equipment						
MODEL BOATING*						
Model Boating (per craft, per day)*	£1.80		£1.15		£1.00	
Model Boating Season Ticket*	£29.00		£18.80		£15.95	
MISCELLANEOUS						
Powercraft Engine Test (per 30 minutes)	£8.70		N/A		N/A	
Diving Lake (per diver)	£4.70		£3.05		£2.55	
Small Adverts (per month)	£3.45		N/A		N/A	
Lecture Room Hire (per day)* (Category D)	£56.00	£56.40	N/A		N/A	
Lecture Room Hire (per hour)* (Category D)	£7.00	£7.05	N/A		N/A	
Flip Chart Hire (on site only) per day	£5.65	£5.70	N/A	N/A	N/A	N/A
TV & Video Hire (on site only) per day	£5.65	£5.70	N/A	N/A	N/A	N/A
OHP & Screen (on site only) per day	£5.65	£5.70	N/A	N/A	N/A	N/A
Orienteering Map*	£1.30		N/A		N/A	
P.A. Caravan (per day) (on site only)	£27.10	£30.00	N/A	N/A	N/A	N/A
P.A. system (per day) (on site only)	£30.00	£50.00	N/A	N/A	N/A	N/A
Craft Stalls Casual Use (per day)	£17.00	£30.00	N/A	N/A	N/A	N/A
Craft Stalls Casual Use (per weekend)	£17.00	£40.00	N/A	N/A	N/A	N/A
School Visits (Per Pupil)	£2.10		N/A		N/A	
Lecture (by Ranger Staff on site) per hour (non-vat)	£28.15	£30.00	N/A		N/A	N/A
	£10.80 per hour for any additional or part hours		£10.85 per hour for any additional or part hours			
Events Fee Standard - Charities & Community Organisations	£28.15	£50.00	N/A	N/A	N/A	N/A
Events Fee Standard - Commercial Organisations	£56.30	£100.00	N/A	N/A	N/A	N/A
Events Fee (Large Events)	Negotiable per event		N/A		N/A	
Use of Park for Private Promotions	£61.85	£100.00	N/A	N/A	N/A	N/A
Crowd Barriers each per day (on site only)	£2.30	£2.35	N/A	N/A	N/A	N/A
Ropes and Pins (on site only) per 100m per day (as TCP)	£4.75	£4.80	N/A	N/A	N/A	N/A

SERVICE: LEISURE AND GREEN SPACES

Activity	2006/2007 Full	Proposed Increase	2006/2007 Conc/Rothercard	Proposed Increase	2006/2007 Jnr Rothercard	Proposed Increase
Trade Stands per day	£55.65	£100.00	N/A	N/A	N/A	N/A
CARAVAN AND CAMPING*						
Caravan - Overnight (organised events only)	£6.20		N/A		N/A	
Tent - Overnight (organised events only)	£4.50		N/A		N/A	
Caravans and Tents (Daytime only)	£2.30		N/A		N/A	
COARSE FISHING*						
Coarse Fishing will take on the pricing and categories from Ulley Country Park						
Season Ticket (ticket to expire at end of March)	£50.65		£32.15		N/A	
Per Day	£3.15		£1.55		N/A	
Match - Per Peg	£3.25		N/A		N/A	
SPORTS PITCHES*						
Sports Pitches (per game) - Senior	£30.45		N/A		N/A	
Sports Pitches (per game) - Junior	N/A		£15.25		N/A	
CAR PARKING*						
Car Parking (per day)	£2.50		N/A		N/A	
Car Parking (within 3 hours of closure)	£2.00		N/A		N/A	
Car Parking - Orange/Blue Disabled Badge Holders	Free		N/A		N/A	
Car Parking - Season Ticket						
Tickets to expire at end of March:						
Purchased in April to June	£64.30		£48.20		N/A	
Purchased in July to September	£42.90		£32.15		N/A	
Purchased in October to December	£21.40		£16.05		N/A	
Purchased in January to March	£10.70		£8.05		N/A	