

CABINET MEMBER FOR CULTURE, LIFESTYLE, SPORT AND TOURISM

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

Date: Tuesday, 8th February, 2011

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 14th December, 2010 (herewith) (Page 1)
4. Minutes of a meeting of the Clifton Park Restoration Project Board held on 10th December, 2010 (herewith) (Pages 2 - 4)
5. Minutes of a meeting of the Play Pathfinder Project Board held on 13th December, 2010 (herewith) (Pages 5 - 6)
6. Reorganisation of the Bookability, Home Library Service and Exchange Collection Service (report herewith) (Pages 7 - 9)
7. Clifton Park Signage Procurement (report herewith) (Pages 10 - 12)
8. Archives for the 21st Century - Government Policy on Archives (report herewith) (Pages 13 - 18)
9. Exclusion of the Press and Public.
The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 2 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended March 2006) (information likely to reveal the identity of an individual):-
10. Asset Transfer Proposal for Rotherham Adventure Playground (report herewith) (Pages 19 - 21)

**CABINET MEMBER FOR CULTURE, LIFESTYLE, SPORT AND TOURISM
14th December, 2010**

Present:- Councillor St. John (in the Chair) and Councillor Falvey.

D44. REVIEW OF TOURISM SERVICE PROVISION

Consideration was given to a report introduced by Marie Hayes, Events and Promotions Service Manager, which set out options for the future of the Tourism Service.

It was noted that as part of the savings identified for financial year 2009/10 two posts in the Tourism Service were disestablished leaving only the post of Tourism Manager. Subsequent to this the Tourism Manager resigned in April, 2010 and this post was not filled, but offered up as a temporary in year saving for Culture and Leisure, pending inclusion in wider budget discussions.

This left the Events and Promotions Service with a difficult problem in that the remaining staff had little or no experience or capacity to carry out the tourism function with the team only able to respond to sub-regional and regional enquiries from tourism bodies. No promotional work was being undertaken relating to tourist attractions and accommodations in the borough other than general promotion through the Visitor Centre.

The Visitor Centre's role had gradually changed over the last year or so to focus more on providing local information for local people and the promotion of local town centre businesses.

In the consideration of the four options none included the withdrawal of the Visitor Centre function which was felt to be a vital service that was offered in the town centre for both local people and local businesses.

Each option, along with the advantages, disadvantages, cost implications and risks, were considered in detail with relevant savings identified under each individual option.

Option 3 was the preferred option and if approved would offer a saving of £63,100 from 2011/12.

Discussion ensued on the remit of the Visitor Centre, the promotion of Rotherham under the umbrella of Welcome to Yorkshire and how better use could be made of the Council's website to promote Rotherham's attractions.

Resolved:- (1) That Option 3 (withdrawal of the tourism service provision, including the subscription to British Resorts and Destinations, but subscribe to Welcome to Yorkshire) be approved.

(2) That the Visitor Centre be retained as an important function in providing information for local people and supporting local businesses.

(3) That information be forwarded onto the representatives of the Tourism Panel informing them of the decision.

CLIFTON PARK RESTORATION PROJECT BOARD
Friday, 10th December, 2010

Present:- Councillor St. John (in the Chair) and The Mayor (Councillor McNeely).

Apologies for absence:- Apologies were received from Councillors Ali, Dodson, Falvey, Lakin, Walker and Wootton.

Also in attendance:- Elaine Humphreys, Chair of the Friends Group

5. MINUTES OF THE PREVIOUS MEETING HELD ON 14TH SEPTEMBER, 2010

The minutes of the previous meeting held on 14th September, 2010, were agreed as a correct record.

6. PROGRESS TOUR

Prior to the start of the meeting, Board Members toured the Garden Building and Walled Garden to inspect progress towards their completion.

7. PROJECT UPDATE

David Burton, Consultant Project Manager, and Phil Gill, Green Spaces Manager, reported on the progress made to date in relation to the park restoration project.

In terms of UCS it was noted that, following advice received from Legal Services and the external contract dispute specialist, it had been decided that no further discussion should take place with the Administrator. The Administrator has been advised that the Council are not willing to make any offers in relation to settling the dispute. Financial Services, in separate correspondence, have been advised by the Administrator that no monies would be available at the end of the liquidation to settle any outstanding invoices. It, therefore, remained a possibility that the Administrator would seek to recover money from the Council via the Adjudication process set out in the Contract. The project team and advisors have been put on notice that this may happen at short notice and all initial preparatory work has been undertaken to respond effectively.

Phil Gill, Green Spaces Manager, reported that the contractor had indicated that an amount equivalent to the retention sum should be released as part of the settlement, but that this was rejected.

David Burton, Consultant Project Manager, elaborated further on the site security and the patrols which were now only continuing around the Activity Building each evening and the insurance of the site works.

Further information was also provided on the works to complete the Garden Building and the Walled Garden, the mosaic, which had now been installed and the works that were still outstanding. A press statement had also been issued prior to the start of Hurst's contract containing details of the projected timescale for completion of the Garden House.

It was also noted that a meeting was held with the Heritage Lottery Fund Monitor on 15th October, 2010. This included a visit to the Garden House, where the Monitor expressed satisfaction with the works to complete the building. Subsequent to that meeting the Heritage Lottery Fund Monitor confirmed that the Heritage Lottery Fund had agreed to release all of the remaining contingency, as previously requested.

Further information was also provided on the project costs and the sources of funding.

Phil Gill, Green Spaces Manager, reported on work on the preparation of an interpretive leaflet and other marketing information for use in the New Year. This was being done in conjunction with the Museum where appropriate. The interpretive monoliths have also now been delivered and installed and the Welcome signs would be ordered when the design had been confirmed. Progress had also been made in confirming locations for new finger posts around the park.

The gardening team have also been supplemented by a further operative who had been transferred from the Countryside Team because of health reasons. The Park Manager was progressing towards completion of the revised draft of the park's ten year management and maintenance plan. This was needed as part of the proposed application for Green Flag award in 2011, as well as being a requirement of the Heritage Lottery Fund.

The park management team continued to engage with the Police and SNT to share intelligence about crime and anti-social behaviour and had agreed joint strategies to deal with it.

As reported at the previous Board meeting, the development of improved Adventure Golf facilities by Wheatleys had necessitated the removal of a number of trees that were assessed as having limited prospects and unsuitable for such a location. This work had now started.

Phil Gill reported that the Victoria Cross memorial was completed shortly before Remembrance Day. It was proposed that a formal ceremony was to be held in 2011 to mark the installation of the memorial. Efforts were being made to contact relatives of the three recipients of the Victoria Cross commemorated by the memorial. Further information would attempt to be sought from other sources.

The Green Spaces Manager has contacted the office of the Lord Lieutenant for South Yorkshire to enquire about the possibility of a member of the Royal Family attending a formal park opening ceremony. No date has been fixed for this, although May, 2011 had been suggested, but this would be followed through to see if a firm date could be fixed.

A discussion and answer session ensued and the following issues were raised and subsequently clarified:-

- Employment of apprentices to supplement the grounds maintenance team.
- Use of grounds maintenance staff to clear pathways during inclement

weather.

- Close liaison with the Safer Neighbourhood Team to prevent and deal with any anti-social behaviour in the park.
- The French Garden and the promotion of links with St. Quentin.

It was agreed:- That progress to date be noted and any further developments be brought to the attention of the Project Board.

8. DATE AND TIME OF NEXT MEETING

It was agreed:- That a further meeting of the Project Board take place in late March, 2011.

PLAY PATHFINDER PROJECT BOARD
Monday, 13th December, 2010

Present:- Councillor St. John (in the Chair); Councillors Dodson and Whysall.

Apologies for absence were received from Dawn Roebuck.

57. MINUTES OF THE PREVIOUS MEETING HELD ON 27TH SEPTEMBER, 2010

The minutes of the previous meeting held on 27th September, 2010 were agreed as a correct record.

58. MATTERS ARISING

The following issue was reported:-

Stoney Bank (Kiveton Park)

Nick Barnes, Principal Project Development Officer, reported on the situation at Stoney Bank, Kiveton Park. Planning permission has now been granted to correct an error in the original design of a piece of play equipment. The permission also enables improvements to be made to the security of the site. Wales Parish Council would arrange the daily un-locking and locking of the entrance gates to the play area.

59. PROJECT UPDATE

Consideration was given to a report, submitted by Nick Barnes, Principal Project Development Officer, which gave an update on the progress of the Rotherham Play Pathfinder programme to date. The report also updated Members on the progress of the Play Pathfinder Volunteering Pilot.

Reference was made to the following key points:-

- (i) **re: Aftercare and maintenance from year two play areas**
 - All play areas are of a satisfactory standard and have therefore been accepted onto the grounds maintenance contract.
- (ii) **re: Rotherham Adventure Playground**
 - 50% reduction in grant and the significant impact on the programme budget implications for the remainder of the year.
 - sustainability of the Rotherham Adventure Playground (RAP) project in Eastwood – in order to improve site security, floodlighting is to be installed.
 - success to date of the RAP re: number, age range and ethnicity of users; reduced anti social behaviour).
 - Submission of a Reaching Communities application to the Big Lottery Fund – this bid has been approved at stage one and the stage two application will be developed for submission during

- January 2011.
- proposed transfer of the asset to Chantry YMCA, to develop the facility as a social enterprise.
 - Decision of Cabinet required to approve the arrangements.
- (iii) Play Pathfinder Volunteering Pilot – 2nd year**
- Government Department for Education is satisfied with the project delivery to date.

It was agreed:- That the Project Board shall receive further information at the next meeting about:-

(a) the Reaching Communities application to the Big Lottery Fund in respect of the Rotherham Adventure Playground; and

(b) progress with the Play Pathfinder Volunteering Pilot.

60. ANY OTHER BUSINESS

No other items were raised at the meeting.

61. DATE, TIME AND VENUE FOR NEXT MEETING

It was agreed:- That the next meeting of the Play Pathfinder Project Board be held before the end of April, 2011 (on a date to be arranged).

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Culture, Lifestyle, Sport and Tourism
2.	Date:	8th February, 2011
3.	Title:	Reorganisation of the Bookability, Home Library Service and Exchange Collection Service
4.	Directorate:	EDS

5. Summary

To consider options for the future delivery of the Bookability, Home Library Service and Exchange Collection services.

6. Recommendations

That the three Library & Information Services known as Bookability, The Home Library Service and the Exchange Collection Service are amalgamated into one new service and delivered by means of a new vehicle.

7. Proposals and Details

Bookability is a mobile library service which visits sheltered accommodation units and residential and nursing homes. The service currently makes 92 stops each month on a fortnightly and monthly schedule. The service has 520 members who borrowed books within the last year and in 2009/2010 issued 41,583 items. This can be compared to a medium sized static library.

The Exchange Collection service is a deposit collection service to residential homes, nursing homes, day centres and sheltered accommodation units. Collections of books are left at 15 sites on a 3 month rota.

The Home Library Service delivers collections of books and audio visual material to those who for reason of infirmity or disability are unable to access a static service point on their own. It serves 330 people from the Central library and 10 community libraries and in 2009/2010 issued 31,065 items. Apart from each Wednesday afternoon the Library Service's delivery van is used, all deliveries are made by Library Assistants using a commercial taxi service.

The Transport team based at Hellaby depot have advised that the Bookability vehicle is becoming increasingly un-roadworthy and expensive to maintain. It is more than 10 years old, which is the usual time for replacing a mobile library.

By using the budget allocated for the hire charge for the Bookability mobile and also the budget for taxi fares it would be possible to hire from Translinc a smaller vehicle than the present mobile. This could then be used to deliver the Home Library Service and the Exchange Collection service as well as Bookability. Furthermore, the proposed van could be driven by anyone with an Ordinary Driving Licence including all members of the teams currently delivering the separate services. This would facilitate the creation of one team and would be accompanied by a reorganisation of the existing routes so that we could offer the public an integrated service

8. Finance

The current services are funded by a total net revenue budget of approx £137,000. The new service would be financed from within this existing budget, releasing a potential saving of £50,000 which amounts to 37% of the total net budget.

9. Risks and Uncertainties

None of our existing users on each of the 3 separate services would be deprived of a library service.

10. Policy and Performance Agenda Implications

The proposed development will enable the service to maintain its input to those corporate priorities associated with improving the image of the Borough, providing sustainable neighbourhoods and enhancing people's skills confidence and

aspirations. In terms of continuing to deliver a service to those with disabilities or infirmities there is also a link with the public health agenda.

11. Background Papers and Consultation

Consultation has been carried out with existing customers to assess their satisfaction with the service.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member for Culture, Lifestyle, Sport & Tourism
2.	Date:	8th February 2011
3.	Title:	Clifton Park Signage Procurement
4.	Programme Area:	Environment and Development Services

5. Summary

This report seeks an exemption from Standing Order 47.6.2 (requirement to invite at least two oral or written quotations for a contract with an estimated value between £5000 and £20,000) to allow an order to be placed with Leander Architectural for the supply of signage to be installed throughout Clifton Park.

6. Recommendations

That Cabinet Member approves the exemption of the contract for the purchase of signage for Clifton Park from Standing Order 47.6.2 (requirement to obtain at least two oral or written quotations for contracts with an estimated value of £5,000 but less than £20,000) and award the contract to Leander Architectural.

7. Proposals and Details

A major element of the interpretive plan for Clifton Park which forms part of the agreed project objectives with the Heritage Lottery Fund, is the placement of a number of interpretive monoliths and welcome signs throughout the park. It was agreed that these signs should reflect the design of monoliths, already located in the park, that were designed and manufactured by Leander Architectural a number of years ago. Detailed proposals for the signage were passed to UCS Civils as main contractor for the Clifton Park Project and Leander Architectural were subcontracted by UCS Civils to manufacture and supply the monoliths. However, when UCS Civils entered administrative receivership in November 2009 Leander ceased all work on the signs.

An order was placed by RMBC with Leander Architectural in September 2010 to supply the pre manufactured monoliths. In addition the anchor cradles for the Leander welcome signs had already been installed by UCS. It should be noted that a competitive procurement exercise was carried out by UCS Civils when identifying a manufacturer for the signage.

An order is now needed for the welcome signs. It is requested that this can be placed directly with Leander Architectural, as they have already commenced development of the signs whilst employed by UCS Civils, and have previously supplied monoliths in the park.

8. Finance

The supply of 5 welcome signs is estimated at £18457 based on quotations obtained in 2009 although new quotations will be obtained. This is identified as approved spend within the Clifton Park Restoration Project budget which has been funded by Heritage Lottery Fund/Big Lottery Fund, Rotherham MBC Capital Programme and miscellaneous other sources.

9. Risks and Uncertainties

None

10. Policy and Performance Agenda Implications

The supply and installation of the monoliths will support corporate priorities as follows:-

Rotherham Alive – enhancing an existing open space to help attract increased visits that will contribute to health and well being of local people.

11. Background Papers and Consultation

Officers in Financial Services and Legal Services been consulted and support the recommendation for the reasons outlined in the report.

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Culture, Lifestyle, Sport and Tourism
2.	Date:	8th February, 2011
3.	Title:	Archives for the 21st Century – Government Policy on Archives (All wards)
4.	Directorate:	Environment and Development Services

5. Summary

In November 2009, The National Archives presented to Parliament a new government policy on archives entitled *Archives for the 21st Century*. This policy addresses five key recommendations:-

- 1) 'Bigger, better and sustainable services
- 2) Leadership and workforce
- 3) Digital preservation
- 4) Online access
- 5) Cultural learning partnerships'¹

This report outlines in further detail Rotherham Archives and Local Studies Service commitment to this new government policy.

6. Recommendations

Cabinet member agrees to officers working towards the new government policy as detailed in this report.

¹ *Archives for the 21st Century*, The National Archives

7. Proposals and Details

In November 2009, The National Archives presented to Parliament a new government policy on archives entitled *Archives for the 21st Century*. This was followed several months later by an action plan called *Archives for the 21st Century in action*. The policy and plan contain five key recommendations:

- 1) Bigger, better and sustainable services
- 2) Leadership and workforce
- 3) Digital preservation
- 4) Online access
- 5) Cultural learning partnerships

In action provides guidance on what action can be taken at three levels including Chief Executives, Archive Managers and The National Archives/Museum, Libraries and Archives Council. A further action plan was also published in March 2010.

Outlined below is Rotherham's commitment to working towards and developing these recommendations and applies in equal measure to both Archives and Local Studies as a joint service. At the core of this commitment is to deliver excellent customer service.

Recommendation 1 – Bigger, better and sustainable services

'Sometimes working together can create something that is better for everyone. Building partnerships to help create growth and opportunity can help make the most of your resources and connect with users about what's on offer.'²

Rotherham Archives and Local Studies will

- Increase co-operation across all four South Yorkshire Archives and Local Studies Services;
- Share service plans, examples of best practices and new initiatives;
- Continue to work in close partnership with other Rotherham Council cultural service providers, such as museums and libraries, as well as information management providers;
- Realign service priorities to meet local authority priorities and wider public policy focussing upon 'providing quality education for all, ensuring people have opportunities to improve skills, learn and get a job' and 'helping to create safe and healthy communities' and
- Participate in a forthcoming accreditation scheme and continue to monitor performance through a variety of mechanisms including the Survey of Visitors to UK Archives.

Recommendation 2 – Leadership and workforce

² *Archives for the 21st Century*, The National Archives

'A modern archive service needs a diverse range of skills and people. We need to provide opportunities to help people to find the right roles for them, so they can flourish and improve the services our customers deserve.'³

Rotherham Archives and Local Studies will

- Encourage professional staff to actively engage with leadership and development training;
- Develop an internal annual training programme creating a culture of staff development;
- Undertake skills audits to identify strengths within the current workforce ensuring any gaps are addressed. This will also take into account new skills for the future;
- Implement the forthcoming volunteer policy and develop a volunteer programme directly linked to skills development and employability and
- Participate in any forthcoming initiatives such as Future Jobs Fund.

Recommendation 3 – Digital preservation

'Knowing what to keep and how best to preserve it is a real skill. Preserving history calls for the right training, the right environment and the right technology. When people look back at your collections, will they be getting the full story?'⁴

Rotherham Archives and Local Studies will

- Develop a digital archives policy;
- Develop guidelines and training for staff in the handling and care of digital archives offered to Rotherham Archives and Local Studies Service;
- Undertake a survey of digital material already held;
- Invest in software and hardware and in corporate ICT solutions with initial scoping report and
- Work in partnership with the EDRMS Programme Manager, the Records Manager and with other individuals/organisations working in the field of digital preservation.

Recommendation 4 – Online access

'Now is the time to invest in the technology and skills needed to make archives accessible to everyone.'⁵

Rotherham Archives and Local Studies will

- Continue to develop the potential of Calm (service's collections management database) and CalmView (public access module);
- Review and implement replacement system for ViewFinder (public access terminals to 18,000 images);

³ *Archives for the 21st Century*, The National Archives

⁴ *Archives for the 21st Century*, The National Archives

⁵ *Archives for the 21st Century*, The National Archives

- Create a retroconversion (conversion of existing typescript catalogues into searchable electronic format) action plan and implement;
- Develop the service's webpages following a recent review to include use of Web 2.0 technology, e.g. Twitter, Facebook;
- Participate in commercial digitisation initiatives and contribute to the region's digitisation forum and
- Develop appropriate funding bids in order to address the service's cataloguing backlog with particular reference to the National Cataloguing Grants Scheme.

Recommendation 5 – Cultural and learning partnerships

'It takes time to build relationships but we can achieve so much more when we work together. Partnerships help to create something special that celebrates our culture and tells a story about the places we live, work and study, and what they mean to us.'⁶

Rotherham Archives and Local Studies will

- Develop an inclusive audience development plan including a schools 'offer', moving from reactive to proactive and from onsite to online and to proactively engage with community archives and local heritage groups and societies;
- Implement a robust mechanism demonstrating the impact and value of the service has on users' lives and the part the service can play in the delivery of regional and local strategies;
- Participate with lifelong and informal learning initiatives (e.g. Adult learners' week, family learning festival etc.) and
- Undertake a partnership review and aim to integrate the service with other service providers to meet service priorities.

Rotherham Archives and Local Studies Service will also strive to achieve a model for excellence and will aim to:

- broaden and deepen public access to our resources;
- embed excellence, scholarship, creativity and diversity in all we do;
- support evidence based policy making and the accountability of decision makers;
- ensure the sustainability of our services by balancing resources across our responsibilities and placing continuous improvement and value for money at the heart of all activities;
- offer high levels of stewardship to our unique collections;
- collect actively to fulfil our collecting remit and to ensure the survival and authenticity of key collections that make up the borough's unique documentary heritage;
- perform to the highest levels and champion continuous professional development;
- integrate with other cultural, learning and information services to offer essential resources that meet people's needs;
- innovate, be entrepreneurial and adapt to new working methods and

⁶ *Archives for the 21st Century*, The National Archives

- provide a place for people to visit and use that are accessible, fit for purpose, attractive and enjoyable.

8. Finance

There are no immediate financial implications to the adoption of this policy and action plan. It is, however, recognised that external funding will need to be sought in order to implement some of the longer term aims.

9. Risks and Uncertainties

If the Archives and Local Studies Service do not move towards implementing this government policy, the following risk and uncertainties will overtime become increasingly apparent:

- deliver poor value for money;
- decrease in number of users visiting and accessing the service with lower customer satisfaction rates;
- less flexibility for users to access information at a time and place that suits them;
- poor customer experience and little or no user engagement;
- staff with limited skills to deliver a 21st century service;
- inability of the service to move into the age of digital record keeping creating a 'black hole in history';
- poor arrangements for information management unable to support better decision making and governance;
- increase in backlogs limiting the amount of information available to users and
- no volunteering opportunities.

The service would also see its star rating under The National Archives' self assessment performance measurement programme drop, which is currently rated at 3 out of 4. This in turn would damage the service's reputation.

Finally, owing to the current financial situation there is a risk that there will be limited capacity to develop and implement these recommendations.

10. Policy and Performance Agenda Implications

Rotherham Archives and Local Studies Service's commitment will see a realignment of the service priorities focussing upon 'providing quality education for all, ensuring people have opportunities to improve skills, learn and get a job' and 'helping to create safe and healthy communities'.

Archives can inspire and transform and can make a beneficial contribution to education especially within a formal setting. School children and students can be inspired by touching history first hand. Their development of a sense of place in society, research and interpretation skills, literacy levels and creative talents are all enhanced by engaging with original archive material.

The service through its volunteer policy and active volunteer programme alongside relevant government initiatives, such as the Future Jobs Fund will aim to deliver exciting learning and training opportunities. This will enable individuals to develop their skills providing a way to get back into work.

There are also clear health and wellbeing benefits particularly for the service's older users from volunteering, undertaking research into their community and family, interacting with other service users and recording their experiences and memories. Reminiscence work with older people has proven health benefits.

Finally, this commitment will help to improve and promote the image of Rotherham both within and outside of the Borough

11. Background Papers and Consultation

Archives for the 21st Century

Archives for the 21st Century in action

Archives for the 21st Century: action plan

All of the above documents can be downloaded from <http://www.nationalarchives.gov.uk/information-management/policies/archives-century.htm>

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