

To: Councillor Lovelock (Chair)  
Councillors Brock, Ennis, Hacker, Hoskin,  
James, Jones, O’Connell, Page, Pearce,  
Skeats, Stevens, Terry, Vickers, Warman  
and White

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6 July 2018

Your contact is: **Simon Hill - Committee Services**

**NOTICE OF MEETING - POLICY COMMITTEE - 16 JULY 2018**

A meeting of the Policy Committee will be held on Monday 16 July 2018 at 6.30pm in the Council Chamber, Civic Offices, Reading. The Agenda for the meeting is set out below.

*Please Note - the Committee will first consider items in closed session. Members of the press and public will be asked to leave the Chamber for a few minutes.*

**ITEMS FOR CONSIDERATION IN CLOSED SESSION**

The following motion will be moved by the Chair:

“That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following items on the agenda, as it is likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A (as amended) of that Act”

<u>ACTION</u>	<u>WARDS AFFECTED</u>	<u>PAGE NO</u>
1. DECLARATIONS OF INTEREST FOR CLOSED SESSION ITEMS	-	-
2. ARTHUR HILL SWIMMING POOL Councillor Lovelock / Director of Environment and Neighbourhood Services	PARK	A1
3. PAYMENTS TO FOSTER CARERS FOR HOME EXTENSIONS/ADAPTIONS Councillor Terry / Director of Children, Education and Early Help Services	BOROUGHWIDE	A6

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- |    |   |            |           |
|----|---|------------|-----------|
| 4. | PROPERTY IN CENTRAL READING<br><br>Councillor Lovelock / Director of Environment and Neighbourhood Services | KATESGROVE | To follow |
|----|---|------------|-----------|

**ITEMS FOR CONSIDERATION IN PUBLIC SESSION**

5. CHAIR'S ANNOUNCEMENTS

6. DECLARATIONS OF INTEREST

Councillors to declare any interests they may have in relation to the items for consideration in public session.

7. MINUTES

To confirm the Minutes of the Policy Committee meeting on 11 June 2018.

B1

8. PETITIONS AND QUESTIONS

To receive any petitions from the public and any questions from the public and Councillors.

9. DECISION BOOK REFERENCES

10. PROPERTY IN CENTRAL READING

Councillor Lovelock / Director of Environment and Neighbourhood Services

KATESGROVE

To follow

11. THE FUTURE OF READING PRISON SITE

Councillors Page & Hacker / Director of Environment and Neighbourhood Services

ABBEY

D1

This report sets out the current position with regard to the former Reading Prison site, outlines proposals for taking forward Theatre and Arts Reading's Vision to utilise the site for the development of a new theatre and a range of complementary uses, and seeks approval for the Council to engage in this process as a key partner and stakeholder.

12. NEW LOCAL TRANSPORT PLAN AND BOROUGH-WIDE CAR PARKING & AIR QUALITY STRATEGY

Councillor Page / Director of Environment and Neighbourhood Services

BOROUGHWIDE

E1

This report provides an update on the preparation of a new Local Transport Plan for Reading, and seeks approval to develop a new borough-wide car parking and air quality strategy to help address concerns about congestion and poor air quality.

- |     |  |             |    |
|-----|--|-------------|----|
| 13. | <b>LIBRARY SERVICE: REPORT ON PUBLIC CONSULTATION AND CONFIRMATION OF SAVINGS</b>  | BOROUGHWIDE | F1 |
|     | <p>Councillor Hacker / Director of Environment and Neighbourhood Services</p> <p>Following consultation on proposals for the future of the library service, this report sets out the feedback received and makes recommendations for a library service which meets the needs of those who live, work or study in the Borough while delivering savings.</p> |             |    |
| 14. | <b>COMMUNITY INFRASTRUCTURE LEVY PROTOCOL AND PROPOSED CONSULTATION ON THE ALLOCATION OF 15% 'LOCAL' CONTRIBUTION</b>  | BOROUGHWIDE | G1 |
|     | <p>Councillors Lovelock, Page &amp; Brock / Director of Environment and Neighbourhood Services</p> <p>This report seeks approval for a revised protocol in relation to the community infrastructure levy (CIL) and agree a list of proposed projects to be funded by the 'local' element of CIL for public consultation.</p>                               |             |    |
| 15. | <b>THE BASE - AUTISTIC SPECTRUM CONDITION PROVISION AT BLESSED HUGH FARINGDON CATHOLIC SCHOOL</b>  | BOROUGHWIDE | H1 |
|     | <p>Councillor Pearce / Director of Children, Education &amp; Early Help Services</p> <p>The report sets out a proposal that the Autistic Spectrum Condition Provision at Blessed Hugh Faringdon School be redeveloped to provide 30 SEND pupil places.</p>   |             |    |
| 16. | <b>READING'S ARMED FORCES COVENANT AND ACTION PLAN - MONITORING REPORT</b>   | BOROUGHWIDE | J1 |
|     | <p>Councillor Lovelock / Chief Executive</p> <p>This report presents an annual update on the Armed Forces Covenant and progress against the associated action plan.</p>  |             |    |

## WEBCASTING NOTICE

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Members of the public who participate in the meeting will be able to speak at an on-camera or off-camera microphone, according to their preference.

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## POLICY COMMITTEE MINUTES - 11 JUNE 2018

Present: Councillor Lovelock (Chair)

Councillors Brock, Ennis, Hacker, Hoskin, James, Jones, Page, Pearce, Skeats, Stevens, Terry, Vickers and Warman.

Apologies: Councillor White.

### 3. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

That pursuant to Section 100A of the Local Government Act 1972 (as amended), members of the press and public be excluded during consideration of items 4-5 below as it was likely that there would be a disclosure of exempt information as defined in the relevant paragraphs specified in Part 1 of Schedule 12A to that Act.

### 4. CENTRAL POOL DEMOLITION AND RESTORATION WORKS TOWARDS REGENERATING THE SITE - SPEND APPROVAL AND CONTRACT AWARD

The Director of Environment and Neighbourhood Services submitted a report seeking approval for the demolition of the decommissioned Central Pool, which was an essential pre-requisite for the regeneration of the site. The report also sought authority to enter into a contract with a suitable demolition contractor. A plan showing the location of the pool and site was attached to the report at Appendix 1.

Resolved -

That the procurement proposals be noted and, subject to the demolition gaining the relevant permissions, the Director of Environment and Neighbourhood Services, in consultation with the Leader of the Council, the Head of Finance and the Head of Legal and Democratic Services, be authorised to enter into a contract with the preferred bidder for the first stage of the regeneration programme for the Central Pool site, commencing with the demolition and restoration works, with a spend approval of up to £1.4m.

(Exempt information as defined in paragraph 3).

### 5. SECONDARY SCHOOL PLACES - LEGAL AND PROPERTY MATTERS

The Director of Environment and Neighbourhood Services submitted a report setting out the confidential legal and property matters related to the report on 'Secondary School Places'.

Attached to the report at Appendix A was the the full 'Secondary Site Selection

## POLICY COMMITTEE MINUTES - 11 JUNE 2018

Study', setting out an assessment of six potential sites for a new secondary school, and at Appendix B the 'Secondary School Feasibility Study' detailing how the site might be developed at the preferred site.

The report noted that there were a number of legal and property matters in relation to the delivery of a new secondary school at the Richfield Avenue site which represented risks to the overall delivery of the project. There were also a number of uncertainties related to the costs of upgrading current open space facilities to compensate for the loss of open space, and the potential cost of compensating existing users with rights. A high level risk register was attached to the report at Appendix C.

The report explained that the proposed site would need to be appropriated from Leisure to Education use, and a variation or alteration to a lease agreement completed.

Resolved -

- (1) That the conclusions set out in the detailed Secondary Site Selection Study (Appendix A) be agreed and that the Secondary School Feasibility Study (Appendix B) be noted along with the risk register (Appendix C);
- (2) That the appropriation of the site from Leisure to Education use be undertaken at the appropriate time, in accordance with S122 of The Local Government Act 1972, having first advertised the proposed appropriation with it being open space, and that any objections received be reported to a future meeting of the Committee for consideration;
- (3) That in parallel with the appropriation process the Head of Planning, Development and Regulatory Services and the Head of Legal and Democratic Services, in consultation with the Leader of the Council and the Lead Councillor for Education, be authorised to take all reasonable steps to seek to vary or alter by agreement the lease to the Caversham Bridge Garden Centre dated 10 September 2015;
- (4) That, if the EFSA opted to deliver the full project itself as set out in paragraphs 4.27 - 4.29 then the Head of Planning, Development and Regulatory Services and the Head of Legal and Democratic Services, in consultation with the Leader of the Council and the Lead Councillor for Education, be authorised to dispose of the site in accordance with S123 of the Local Government Act 1972 having first advertised the proposed disposal with it being open space, and that any objections received be reported to a future meeting of the Committee for consideration.

## POLICY COMMITTEE MINUTES - 11 JUNE 2018

(Exempt information as defined in paragraph 3).

### 6. MINUTES

The Minutes of the meetings held on 9 April 2018 and 23 May 2018 were agreed as a correct record and signed by the Chair.

### 7. QUESTIONS

Questions on the following matters were submitted by members of the public:

	<u>Questioner</u>	<u>Subject</u>	<u>Reply</u>
1.	John Hoggett	Public Health Grants	Cllr Hoskin
2.	Roger Lightfoot	Termination of GLL contract	Cllr Hoskin
3.	Anne Green Jessel	Consultation on Leisure Provider contract	Cllr Hoskin
4.	Peter Burt	Leisure Facilities	Cllr Hoskin
5.	Colin Lee	Support for Local Artists And Musicians	Cllr Hacker
6.	Colin Lee	Sporting and Leisure Facilities	Cllr Hoskin
7.	Colin Lee	Accounts	Cllr Lovelock

(The full text of the questions and responses was made available on the Reading Borough Council website).

### 8. SECONDARY SCHOOL PLACES

The Director of Environment and Neighbourhood Services and Director of Children's Education and Early Help Services submitted a report setting out the future needs for additional secondary school places and the approach to securing sufficient spaces to meet need. The report sought approval to commence the required process to develop a new six form entry secondary school in response to projected increased demand for places from September 2021, and to confirm a site at Richfield Avenue as the preferred site. The following documents were attached to the report:

- Appendix A - Site Location Plan
- Appendix B - Equalities Impact Assessment
- Appendix C - Potential Site Layout Options (extracts from Feasibility Study)

The report set out a summary of the need for additional secondary school places and considered the potential to increase the capacity of current schools. It was envisaged that additional forms of entry (bulge classes) could be provided at existing schools from September 2019, but the scale of the need also required the development of a new secondary school. Analysis of the need for 6<sup>th</sup> form and specialist Special Educational Needs and Disability provision showed that these were not currently required. The report also set out information on the process for delivering a new Free School and for selecting a partner to support in the process.

## POLICY COMMITTEE MINUTES - 11 JUNE 2018

The report noted that finding a suitable site which could be delivered in time for September 2021 was challenging, and that it was desirable to locate new provision where needs arose with growth planned in the central area of the town. A site selection study had been carried out analysing the suitability of a number of sites in Reading and six sites analysed in detail against set criteria. The full study was attached to the Part 2 report (Minute 5 above refers). Following the completion of the site selection process, a site at Richfield Avenue in north central Reading had been identified as the preferred site, and the report set out an assessment of the site and a summary of preferred site design options. A site location plan was attached to the report at Appendix A and potential site layout options were attached to the report at Appendix C.

The report noted that, if the site were approved, the next steps would include confirmation of the due diligence process and the identification of a free school sponsor. A feasibility study would be submitted to ESFA as part of the funding application.

Resolved -

- (1) That the data on pupil forecasts and the proposed number of bulge classes to accommodate needs be noted;
- (2) That the Council begin to consult formally to gather local views on the plans to develop a new secondary school as a first step towards identifying a provider for a new school;
- (3) That the Head of Education, in consultation with the Lead Councillor for Education, be authorised to:
  - (i) progress the publication of a due diligence specification for the new school and an invitation to sponsor and that the specification be considered at a future meeting of the Adult Social Care, Children's Services and Education Committee;
  - (ii) identify a preferred sponsor to be recommended to the DfE;
- (4) That the Equalities Impact Assessment attached to the report at Appendix B be noted and the outcomes of the assessment be taken into account in considering the recommendations set out in the report;
- (5) That the site at Richfield Avenue be the Council's preferred site for a new six form entry secondary school;
- (6) That the Head of Planning, Development and Regulatory Services, in consultation with the Leader of the Council, be authorised to commence and thereafter complete appropriate actions related to



## POLICY COMMITTEE MINUTES - 11 JUNE 2018

the appropriation of the land for education purposes in order to override title issues and subsequent disposal;

- (7) That £240k of project management costs be allocated to the project from capital noting the financial risks set out in this report.

### 9. CONSULTATION ON GYPSY AND TRAVELLER PROVISION

Further to Minute 29 of the meeting held on 25 September 2017, the Director of Environment and Neighbourhood Services submitted a report setting out the results of a consultation on provision for gypsies and travellers and considering new issues that had come forward since the consultation. The following documents were attached to the report:

Appendix 1 - Equality Impact Assessment

Appendix 2 - Site Location Plan

Appendix 3 - Summary of Consultation Responses on Gypsy and Traveller Provision Consultation Document

Appendix 4 - Map Showing Use of Site during Reading Festival

The report explained that the consultation on Gypsy and Traveller Provision had taken place between September and October 2017; 222 responses had been received of which the large majority (164) constituted objections to the proposed transit site at Cow Lane. A full summary of consultation was attached to the report at Appendix 3 and the report gave a commentary on issues raised including anti-social behaviour, fly-tipping, impact on operation of Reading Festival, and the effects on nearby businesses and trading. Many of the issues raised would have been potentially capable of resolution, but it was considered that the effects on Reading Festival would be severe, and potentially constrain the operation of the Festival to such an extent that it could not continue in its current location.

The report stated that, since the consultation, a site at Richfield Avenue had been identified by the Council as the preferred option for a new secondary school (Minute 8 above refers). The proposed transit site at Cow Lane formed a part of this site; it was unlikely that secondary school and traveller transit use would be compatible, and the site was not in any case of sufficient size to accommodate both uses. In terms of weighing up these competing demands, the Council as local education authority had a statutory duty to secure sufficient school places for their area, whereas the expectation that local authorities identify sufficient land to meet traveller accommodation needs was in policy rather than legislation. As such, the selection of the Richfield Avenue site as the preferred site for a secondary school was of higher priority. It was therefore proposed that, due to the significant adverse effects on Reading Festival, as well as the proposal for use of a site including this land for a secondary school, the proposal for a traveller transit site at Cow Lane should not be proceeded with.

The report also discussed the implications of not identifying a transit site, and

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recommended that the Council continue to undertake work to identify a site to meet traveller transit needs in Reading.

Resolved -

- (1) That the results of consultation on gypsy and traveller provision carried out in September and October 2017 be noted;
- (2) That the proposal for traveller transit use of the site at Cow Lane not be progressed further, for the reasons set out in the report;
- (3) That the Council continue to undertake work to identify a site to meet traveller transit needs in Reading.

### 10. DYNAMIC PURCHASING SYSTEM FOR PROCUREMENT OF EMERGENCY ACCOMMODATION

The Director of Environment and Neighbourhood Services submitted a report recommending the establishment of a Dynamic Purchasing System (DPS) to deliver and manage emergency accommodation for families and vulnerable people to whom the Council owed a housing duty. The system would replace existing processes and formalise arrangements between the Council and providers.

The report noted that arrangements for procuring and managing emergency accommodation had emerged over time and, whilst they were robust, they had not been subject to formal procurement processes. The report set out the reasons why it was now proposed that the Council should seek to procure accommodation via a DPS.

The DPS would ensure that all providers had met minimum standards in relation to accommodation and facilities provided, so that there was consistency in the quality of accommodation. It would also provide a mechanism for any providers that fell short of the expected standards to be suspended whilst quality issues were addressed. New providers could apply and be enrolled at any time during the DPS's period of operation, providing they could meet the required standards. The Council would retain the ultimate decision as to which Providers to secure accommodation from for individual placements, based on individual homeless household's needs, taking into account price, suitability and location.

The report proposed that the DPS be established by September 2018, with a transition period of up to six months providing time for existing placements to be moved onto providers within the new Scheme. It was recommended that the DPS be established and run for the initial period of four years with an option to extend for a further two periods of one year.

Resolved -

- (1) That the Head of Housing and Neighbourhood Services, in

## POLICY COMMITTEE MINUTES - 11 JUNE 2018

consultation with the Lead Councillor for Housing, the Head of Finance and the Head of Legal and Democratic Services be authorised to approve the establishment of a Dynamic Purchasing System for the provision of emergency accommodation for an initial period of 4 years with an option to extend for a further 2 years one year at a time;

- (2) That the Head of Housing and Neighbourhood Services be authorised to enter into call-off contracts with the successful providers during the lifetime of the DPS for the provision of emergency accommodation.

### 11. CONTRACT AWARD - ASBESTOS REMOVAL AND REMEDIATION CONTRACT FRAMEWORK AGREEMENT

The Director of Environment and Neighbourhood Services submitted a report seeking approval for the award of the Asbestos Removal and Remediation contracts through the London Housing Consortium Framework, following a mini-competitive tendering exercise.

The report explained that the contracts related to asbestos removal works throughout the Council's housing stock, but could also be utilised for works to corporate properties, schools, commercial properties and public facilities. No volume of expenditure was guaranteed, as annual expenditure would depend on the actual level of work that was required. Based on past records, the total expenditure on the contract was projected to be around £400,000 per annum including corporate works. The work could at times come in batches and it was therefore recommended that two contractors be appointed to ensure suitable cover for the likely volume of work at any one time.

Resolved -

That the Head of Housing and Neighbourhood Services, in consultation with the Lead Councillor for Housing, be authorised to award the Asbestos Removal and Remediation Contracts through the LHC Framework Agreement for a period of four years.

### 12. CONTRACT AWARD - MINOR WORKS BUILDING CONTRACT FOR EXTERNAL MAINTENANCE 2018 TO RBC LEASEHOLD HOUSING BLOCKS

The Director of Environment and Neighbourhood Services submitted a report seeking approval for the award of a Minor Works Building Contract for the provision of external maintenance to Reading Borough Council leasehold housing blocks for the year 2018.

The report explained that the contract related to the repair and maintenance of the Council's Housing Stock. No volume of expenditure was guaranteed as this would

## POLICY COMMITTEE MINUTES - 11 JUNE 2018

depend on the extent of works that were required. Based on expenditure records and previous contracts the total expenditure was expected to be around £190,000.

Resolved -

That the Head of Housing and Neighbourhood Services, in consultation with the Lead Councillor for Housing, be authorised to award the Minor Works Building Contract (2018) for the External Maintenance to Reading Borough Council leasehold housing blocks.

### 13. CONTRACT AWARD - MEASURED TERM CONTRACTS FOR SMOKE DETECTORS IN DWELLINGS AND COMMUNAL AREAS IN RBC HOUSING BLOCKS & FIRE ALARM INSTALLATIONS TO COMMUNAL AREAS

The Director of Environment and Neighbourhood Services submitted a report seeking approval for the award of a 'measured term' contract (MTC) for the provision of smoke detectors within dwellings and communal areas in Council housing blocks and a measured term contract for fire alarm installations to communal areas.

The report explained that the contracts related to the repair and maintenance of the Council's Housing Stock and would further improve fire safety in Council blocks of flats, installing measures which exceed statutory requirements. No volume of expenditure was guaranteed as annual expenditure would depend on the actual level of work that was required during the course of the year. Based on previous records the total expenditure was estimated to be circa £650,000 and £350,000 respectively per annum.

Resolved -

That the Head of Housing and Neighbourhood Services, in consultation with the Lead Councillor for Housing, be authorised to award the Measured Term Contracts for Smoke Detectors in dwellings and communal areas in Council housing blocks and Fire alarm installations to communal areas.

### 14. APPOINTMENTS TO OUTSIDE BODIES

The Chief Executive submitted a report asking the Committee to make appointments or nominations to outside bodies for the Municipal Year 2018/19, or longer where required. A schedule of outside body appointments showing the Group Leaders' recommendations had been circulated prior to the meeting.

Resolved -

- (1) That the following be nominated or appointed (as indicated) to serve as the Council's representatives on the organisations listed below, for the Municipal Year 2018/19, or longer where indicated:

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<u>OUTSIDE BODY</u>	APPT OR NOM	REPRESENTATIVE	TERM OF OFFICE	EXPIRY
Age UK Berkshire	A	Cllr Khan	Annual	6.2019
Association of Public Service Excellence (APSE)	N	Cllrs Gittings & James	Annual	6.2019
AWE Aldermaston - Local Liaison Committee	A	Cllrs Stanford-Beale & Gavin	Annual	6.2019
Berkshire Healthcare Foundation Trust - Governor	A	Cllr Hoskin	3 years	6.2021
Berkshire Historic Environment Forum	A	Cllr Hacker	Annual	6.2019
Berkshire Maestros	A	Cllr Gittings	Annual	6.2019
Berkshire Pension Fund Panel	A	Cllr Jones	Annual	6.2019
Caversham Consolidated Charities	N	Cllr Davies	Annual	6.2019
Caversham Park Village Association	A	Cllr Robinson	Annual	6.2019
Citizens' Advice Bureau Trustee Board	A	Cllrs Emberson, Gavin & Manghnani	Annual	6.2019
Conservation Area Advisory Committee	A	Cllrs Barnett-Ward and Stevens	Annual	6.2019
Hexham Community Association Management Committee	A	Cllr Gavin	Annual	6.2019
Kenavon Drive Management Company	N	Cllr Page	Annual	6.2019
Kennet and Avon Canal Trust	A	Cllr Gittings	Annual	6.2019
Kennet Day Nursery Association	A	Cllr McEwan	Annual	6.2019
Launchpad Reading	N	Cllr Eden	Annual	6.2019
Local Government Information Unit Management Committee	A	Cllr Eden Deputy - Cllr McKenna	Annual	6.2019
Mapledurham Playing Fields Management Committee	A	Cllr Hopper  (Cllr Stevens & Cllr Ballsdon appointed until 6.2020)	3 years	6.2021
Pakistani Community Association	A	Cllr Jones	Annual	6.2019
Queen Victoria Institute Fund	N	Cllr Rowland and Christine Borgars	4 years	6.2022
Readibus Board of Directors	A	Cllrs Ayub, Hopper, Khan, McEwan and R Williams	Annual	6.2019
Reading College Business Advisory Board	A	Cllr Pearce	Annual	6.2019
Reading Community Welfare Rights Unit Management Committee	A	Cllrs Ayub & McEwan	Annual	6.2019

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<u>OUTSIDE BODY</u>	APPT OR NOM	REPRESENTATIVE	TERM OF OFFICE	EXPIRY
Reading Deaf Centre	A	Cllr James	Annual	6.2019
Reading In Bloom Committee	A	Cllr Gavin	Annual	6.2019
Reading Sports Aid Fund	A	Cllrs Gittings & Hoskin	3 years	6.2021
Reading Voluntary Action	A	Cllr Barnett-Ward	Annual	6.2019
Riverside Day Nursery	A	Cllr Page	Annual	6.2019
Royal Berkshire NHS Foundation Trust - Governor	A	Cllr Hoskin	Annual	6.2019
South East Employers	A	Cllrs Lovelock and Page (substitutes - Cllr Brock)	Annual	6.2019
South East Reserve Forces and Cadets' Association - Committee member	A	Cllr Jones	3 years	6.2021
South Reading Educational Trust	N	Cllr McKenna	Annual	6.2019
Standing Committee On Archives	N	Cllr Hacker and the Head of Customer Care & Transformation	Annual	6.2019
Tilehurst Poor's Land Charity	N	Cllr Vickers	4 years	6.2022
University of Reading Court	A	The Mayor	Annual	6.2019

- (2) That the appointments or nominations be made on an "or nominee" basis where the organisation in question was willing to accept this arrangement.

(The meeting started at 6.30pm and closed at 7.34pm).

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	16 JULY 2018	AGENDA ITEM:	11
TITLE:	THE FUTURE OF READING PRISON SITE		
LEAD COUNCILLORS:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
	SARAH HACKER		CULTURE, HERITAGE AND RECREATION
SERVICE:	ECONOMIC & CULTURAL DEVELOPMENT	WARDS:	ABBEY
LEAD OFFICER:	GRANT THORNTON	TEL:	0118 937 2416
JOB TITLE:	HEAD OF ECONOMIC & CULTURAL DEVELOPMENT	E-MAIL:	grant.thornton@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

1.1 This report sets out the current position with regard to the former Reading Prison site in relation to the anticipated future disposal for development by the Ministry of Justice (MoJ). The parallel aspiration of Theatre and Arts Reading (TAR) Community Interest Company (CIC) to utilise the site for the development of a new theatre and a range of complementary uses, including 'enabling' development, as set out in their 'Vision' document which is attached as Appendix 1. The report then outlines a potential mechanism for taking forward TAR's Vision and seeks approval for the Council to engage in this process as a key partner and stakeholder. Finally, the report flags the recently announced opportunity to bid for a new 'Cultural Development Fund' announced by the Department for Culture, Media & Sport (DCMS) in June 2018 that appears ideally suited to support the heritage led regeneration of the Prison site.

1.2 Appendix 1 - A Vision of Opportunities for Reading Gaol.

2. RECOMMENDED ACTION

2.1 That the draft 'Vision' developed by Theatre and Arts Reading (TAR) attached at Appendix 1 is noted and welcomed.

2.2 That the Council's support and engagement in developing proposals for a Charitable Company Limited by Guarantee in partnership with TAR as set-out in paragraph 4.1 is endorsed.

2.3 That a further report be brought back to Committee, in due course, on progress in establishing such a charitable company and how the Council might best support its objectives for the Prison site going forward.

2.4 That officers explore with key partners the opportunity of submitting an Expression of Interest to the DCMS's new 'Cultural Development Fund' as set-out in paragraph 4.2, recognising that the Council is unable to commit to any match funding.

### 3. POLICY CONTEXT

- 3.1 Provision of cultural services is a non-statutory function of local government. The Council has for many years operated a number of cultural venues in Reading including the Hexagon, 21 South Street Arts Centre and the Town Hall & Museum (including the Concert Hall). This provision has been set within the context of a cultural strategy that sets a strategic framework for the development and delivery of cultural activity in the town not only by the Council but by a wide range of other agencies and organisations. The Culture and Heritage Strategy (2015-2030) clearly sets out an aspirational vision for culture and heritage to play a key role in the town's future, enhancing the quality of life for residents and increasing the attractiveness of the town for visitors and investors. The Strategy envisages Reading's profile and reputation as a cultural destination being transformed over the coming years building from a strong base of arts and heritage organisations and assets.
- 3.2 The final draft of Reading's new Local Plan for the first time references the 'Abbey Quarter' and contains explicit policies in this regard covering all the area once occupied by the Abbey and including: Town Hall & Museum, St Lawrence Church and graveyard, Forbury Gardens, the Abbey Ruins and the Prison site. With regard to the Prison itself, the Draft Local Plan states that the (Listed) building could be used for 'residential, commercial, offices or a hotel and should include some cultural or heritage element that draws on its significance'.
- 3.3 The Grade II Listed Prison sits in its entirety on the former footprint of the Reading Abbey complex, a Scheduled Ancient Monument. Reflecting the considerable constraints on the future development of the site afforded by these various designations and protections, the Council as Local Planning Authority has produced a 'Development Framework' setting out the policy constraints that would need to be considered in any development proposals.
- 3.4 The Council has previously formally endorsed in principle TAR's ambition to deliver a new theatre for Reading.

### 4. THE PROPOSAL

#### 4.1 Current Position:

The former Youth Offending Institute - Reading Prison - has been closed by Government and the MoJ is looking to dispose of the site. The MoJ has commissioned specialist consultants with experience of dealing with sensitive 'heritage' sites to produce a Development Brief as the basis for marketing the site. It is understood that the intention is to secure the Local Planning Authority's agreement to the content of this development brief prior to publication. Ongoing archaeological investigations have been carried out by Museum of London Archaeology to inform this work, including significant trenching across the site, although the Council is not currently sighted on the outcome of these investigations. It is understood that the final exploratory trenches were completed last month although there is, as yet, no confirmed timescale for the disposal of the site.

TAR have an aspiration to enable the delivery of a new theatre for Reading, an aim that the Council has publicly supported, and have now focused down on the prison site as a location where this could be developed. TAR is in the process of developing a 'Vision' for the development of the site and an early draft is attached at Appendix 1. A recent public launch took place at the Pentahotel on 22 May which was extremely well attended and a great deal of enthusiasm was expressed for the vision promoted by TAR. In parallel, TAR have been successful in obtaining funding from Arts Council England (ACE) for 50% of the costs of a feasibility study by specialist



consultants of the potential to locate a theatre (or theatres) on the site with a range of complementary uses. TAR is providing the remainder of the funding and this feasibility work is currently in progress.

The Prison site formed a major plank for Reading's Year of Culture in 2016 with Artangel's 'Inside: Artists and Writers in Reading Prison' receiving national and even international acclaim, as well as being seen by a large number of Reading residents. This increased interest in the future of the site and also its' potential contribution to the cultural life of the town. This wider interest in the future of the Abbey Quarter has also been emphasised by the re-opening of the Abbey Ruins to the public on June 16<sup>th</sup> this year with over 18,000 people attending the linked attractions of the ruins, Forbury Gardens, the restored Abbey Gate and Waterfest. These venues will provide for an ongoing diverse programme of cultural events throughout the summer and in future years.

Last month the DCMS announced a new £20m Cultural Development Fund, to be administered by Arts Council England (ACE), that:

*'marks a new Government approach to cultural investment in England. Rather than investment going to a specific venue or artform, the funding will go to geographical locations, including cities or towns in rural areas.*

*Through partnerships and consortia, areas will be able to bid for between £3 million and £7 million for a number of projects in a certain area to help regeneration, create jobs and maximise the impact of investment. This could be for new spaces for creative businesses, bringing historic buildings back into use or redeveloping museums and art galleries. The investment is intended to help grow local economies and increase access to arts, heritage and the creative industries.'*

These objectives are all strongly reflected in the town's ambitions for the Abbey Quarter and, in particular, the potential of the future use of the prison as an exemplar of heritage led regeneration. However, competition for such a significant new national strategic funding stream is likely to be intense and chances of success are commensurately small as there will undoubtedly be more eligible bids than funding available.

## 4.2 Options Proposed

The future of the Prison site is potentially key to the long-term success of the Abbey Quarter and to the town's cultural offer and reputation. The Vision being developed by TAR is a powerful one and if it came to fruition would be a model of heritage led regeneration and economic growth with a significant impact on the town for generations to come. Conversely, given the range of constraints on the development of the site, as outlined above, the financial return to the Government from its disposal is likely to be relatively modest.

Emerging from discussions with a range of stakeholders, including TAR and the Council, is the potential of establishing a bespoke charitable organisation that would have the capability of taking responsibility for the Prison site if the opportunity arises through future dialogue with the MoJ.

Reflecting the seriousness of their intent TAR has commissioned some further work on developing such an option, including appropriate organisational structure, charitable objectives and governance. The current intention is to establish a charitable company limited by guarantee by November of this year and that this would be a corporate entity capable of taking on the prison site should the opportunity arise. In tandem with this work and the feasibility study for a theatre on the site commissioned

by TAR, further work would also be undertaken on developing the Vision and an associated business case to establish viability and sustainability.

Whilst deliverability cannot by any means be guaranteed at this stage, it is considered that the Council should support and contribute to the work to establish such a charitable organisation and publicly endorse their support for TAR's work in this regard given the Council's wider role as place-maker and community leader. In particular, the Council currently has a strong interest in delivering the ambitions for the Abbey Quarter and controls significant areas of the public realm, including the Town Hall & Museum, St Lawrence cemetery, Forbury Gardens, the Abbey Gate and the Abbey Ruins. By being fully engaged in the process the Council can ensure that it plays a proactive role as a key stakeholder, but at the same time remain in a position to objectively and fully assess the benefits and risks associated with any such charitable company or indeed any alternative solution that may come forward for the future of the Prison site and cultural offer over the longer term.

It is also proposed that the Council liaises with other partners and stakeholders to develop an outline 'Expression of Interest' application to the new 'Cultural Development Fund' recently announced by the DCMS (and outlined in Section 4.1 above) focused on the future development of the Prison site. The objectives of this fund are very closely aligned with Reading's aspirations for the Abbey Quarter and the Vision for the Prison site being developed by TAR. Development of such an application would build on established and developing joint working between a number of local stakeholders, including: the Council, TAR, the University, Reading UK, the cultural and creative sectors.

The funding available is significant with bids sought for between £3 and £7 million with a requirement that at least 20% match-funding is provided by local partners (at least 50% of this being cash). The Council is not in a position to provide a cash contribution but could explore potential investment options with partners alongside providing in-kind support if there was a sound business case. The Council would only be a party to an expression of interest if credible sources of funding to meet the match-funding requirements are identified. The deadline for submitting an outline "Expressions of Interest" is midday on the 15<sup>th</sup> August 2018. If successful the deadline for full submissions would be the 19<sup>th</sup> October 2018.

#### 4.3 Other Options Considered

This report outlines a more proactive approach from local stakeholders, including the Council, to the future disposal and development of the Prison site. The 'do nothing' option has been rejected on the basis that the Council in its role as community leader and place-maker is well-placed to mobilise support and to influence central government.

TAR has committed to developing a charitable corporate entity that would be capable of taking on responsibility for the Prison site and have commissioned independent legal advisors to support this process. In parallel they are progressing a feasibility study with regard to potential future development of the site, including a new theatre which the Council has previously endorsed in principle. Whilst the outcome of the MoJ's disposal of the site cannot be, by any means, certain at this stage, it is clear that TAR are seriously pursuing an option that could deliver an exciting and appropriate range of uses on the site. Given the Council's adjacent land ownerships and the overall aspirations for the Abbey Quarter as a whole it is considered that the Council's engagement as a key stakeholder would be entirely appropriate.

#### 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The proposals contained in this report contribute primarily to the following Corporate Plan priorities:

- Providing the best start in life through education, early help and healthy living; and
- Providing infrastructure to support the economy.

Development of the Prison site as a ‘cultural hub’ would ensure continued and enhanced access for local residents to a range of cultural opportunities providing both educational and well-being benefits. Appropriate development of the Prison site is key to realising the potential of the Abbey Quarter to be a nationally significant destination, contributing positively to the profile, reputation and economic success of the town and encouraging visitors and investment. Complementary development could provide a further platform for the development and growth of creative and digital sectors of the local economy.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 There has been widespread consultation on the development of the Council’s Local Plan, including relevant policies for the Abbey Quarter and for the Prison site.

6.2 Independently of the Council, TAR has established a broad forum of stakeholders and interested parties to share their ideas, aspirations and to gain feedback. In general terms, the principle of their aspiration to secure a new theatre for Reading and their Vision for the Prison have been widely supported.

6.3 It is envisaged that there would be widespread consultation and engagement in due course to secure public feedback on the principle of establishing a charitable organisation to take on responsibility for the Prison site and in relation to more detailed proposals emerging from the feasibility work when this is completed.

## 7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 It is not considered that an Equality Impact Assessment (EIA) is relevant at this stage to the decisions regarding the content of this report.

## 8. LEGAL IMPLICATIONS

8.1 The Council has power to seek funding and enter any associated funding agreements under s1. Localism Act 2011 (the general power of competence). The Council also has power under s.19 Local Government (Miscellaneous Provisions) Act 1976 to provide inside or outside its area recreational facilities as it thinks fit.

## 9. FINANCIAL IMPLICATIONS

9.1 Any costs associated with the development of a charitable company to take on the Prison site will be met by third parties and not the Council. There is no commitment from the Council to make any financial contributions towards the future development

of the Prison site at this stage. Significant further work is required to develop detailed proposals and a business case for the redevelopment of the Prison site, including commercial viability and sustainability.

- 9.2 DCMS's new 'Cultural Development Fund' requires a minimum of 20% match-funding, at least half of which needs to be a cash contribution. Exploration of potential funding sources across partners and stakeholders is yet to take place but the Council can make no financial commitments at this stage and no commitment is required at the EoI stage.

## 10. BACKGROUND PAPERS

- 10.1 'Theatre Provision in Reading' - Report to Policy Committee 2<sup>nd</sup> November 2015.

'New Theatre - Results of the Preliminary Market Consultation' - Report to Policy Committee 16<sup>th</sup> January 2017

Bidding Guidance for DCMS's Cultural Development Fund (to be administered by Arts Council England (ACE):

<https://www.artscouncil.org.uk/funding-finder/cultural-development-fund>

'Outline Development Framework - The Site of Reading Prison'. Adopted March 2015:

<http://www.reading.gov.uk/media/1673/Reading-Prison-Framework/pdf/Outline-Development-Framework-Reading-Prison-Adopted-March20151.pdf>

## A VISION OF OPPORTUNITIES FOR READING GAOL

### From Theatre & Arts Reading (TAR)

A new cultural hub in Reading Gaol will be a celebration of Reading, of its extraordinary heritage, its dynamic energy and its wealth of opportunity, built as a public/commercial partnership venture.

There are boundless opportunities. They are for the existing buildings on the site, the free space on the site and the crucible building which is Grade 11 listed.

### Highlights

- Theatre 1 – large receiving theatre*
- Theatre 2 – smaller producing/receiving theatre*
- Performance/Rehearsal space*
- Cell space for creative start-ups*
- Oscar Wilde multi-media experience*
- Oscar Wilde museum*
- Café/restaurant/bar*
- Contemporary art gallery*
- Arts film theatre*
- Gift shop*
- Archaeological finds from Reading Abbey to be displayed under glass floors*
- Enabling Development*

## Gaol site

### THEATRE 1

Location: Amenities building

Run by: Theatre operator

Status: Commercial

A theatre of 1450 seats able to accommodate musicals, opera and dance. Suitable backstage set, storage accommodation to host casts (up to 40). Adequate set storage and design facilities to accommodate a medium sized orchestra (up to 24 players).

To be programmed and operated by commercial partner on a lease.

### THEATRE 2

Location: Administration building

Run by: Artistic director and programmer reporting to a board of directors

Status: Charity

A theatre of 450 seats to work as a producing and receiving space with a playhouse style of intimacy and unamplified acoustics. Music and art will be prevalent throughout the versatile building. While operating as an intimate and flexible receiving house for exceptional touring companies, the building will also partner and support the development and presentation of professional, innovative theatre and dance from our town. Community, student and educational productions will all be supported.

A strong education programme will ensure that this theatre is not only integral to the learning strategies of Berkshire's schools, but also an exciting place for young people to head to and be inspired by.

**NB** all the dressing rooms, green rooms, toilets etc to be used by crew and front of house talent for the two theatres is accommodated in the theatre buildings.

## Crucible (Grade 2 listed)

The Crucible building will have public access on the ground and first floors. The second floor will be for creative start-up businesses.

There could be an opportunity for theatre-goers to walk through the prison to get to Theatre 1.

Utilising all wings on public floors.

### Ground floor

**Café/bar/ restaurant, shop, box office, arts film theatre, box office, walkway to Theatre 1, archaeological finds under glass floor.**

#### Cafe/bar/restaurant

A café/bar/restaurant space and an attractive flexible public gathering/reception space.

#### Shop

Gift shop selling Oscar Wilde-related merchandise, educational merchandise, Reading Abbey merchandise, artworks and sculpture.

#### Arts film theatre

An arts film theatre – run by an existing company or a new one.

#### Archaeological finds under glass floor

Chance to display any interesting finds from the excavations.

### First floor

**Performance/rehearsal space, Oscar Wilde Museum, Oscar Wilde Experience, contemporary art gallery, creation space.**

#### Performance/rehearsal space

Rehearsal /performance space in the chapel. To be used/hired by Theatre 2 under management of Artistic Director.

A minimum of two rehearsal spaces to accommodate a range of rehearsal/ educational/community uses including visual arts, dance, classes, workshops, yoga.

#### Oscar Wilde Museum

A small museum to tie in with the Oscar Wilde Experience as the first floor is where his cell was.

#### Contemporary art gallery

This gallery will exhibit art from across the UK and with visiting exhibitions.

#### Creation space

A creation space/education suite for music rehearsal/recording. Education suite.

## Second floor

The cells to be used for around 20-30 start-up creative businesses, some on long-term lets and others on short term. Meeting rooms for businesses.

## Basement

Costume and prop storage.

Solitary confinement, sensory deprivation area (as part of the Oscar Wilde Experience)

## Enabling development

Residential/commercial/leisure

A residential/commercial/leisure development to be located on the site

## Landscaping/planting

Landscaping/planting and Improved access to the canal as part of the Abbey Quarter. Outdoor seating. Access to Abbey Ruins.

## Governance

Entire site controlled by a trust – trustees may include representatives from Reading Borough Council, Reading University, Arts Council England

- This is a vision of opportunities by TAR and feedback is welcomed. We have lots of other opportunities to develop, for example could a restaurant be built to overlook the Abbey ruins?

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT & NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	16 JULY 2018	AGENDA ITEM:	12
TITLE:	NEW LOCAL TRANSPORT PLAN AND BOROUGH-WIDE CAR PARKING & AIR QUALITY STRATEGY		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING & TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICERS:	EMMA BAKER/JAMES TURNER	TEL:	0118 937 2068
JOB TITLES:	ACTING TRANSPORT PLANNING MANAGER / TRANSPORT PLANNER	E-MAIL:	Emma.baker@reading.gov.uk James.turner@reading.gov.uk

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report provides an update on the preparation of a new Local Transport Plan (LTP4) for Reading that seeks to identify new goals and objectives, reflect on progress made in delivering LTP3 and ensure transport policy is aligned with the new Local Plan. The LTP4 development programme is set out in Appendix A.
- 1.2 The report also seeks approval to develop a new borough-wide car parking and air quality strategy to help address concerns about congestion and poor air quality. As part of this strategy it is proposed that demand management measures, such as Road User Charging, Workplace Parking Levy, Clean Air Zone or Low Emission Zone are investigated. A number of case studies on such demand management schemes are set out in Appendix B, including Nottingham where they successfully introduced a Workplace Parking Levy in 2012. In addition, the Appendix sets out more recent examples of Local Authorities who are currently investigating similar charging schemes, including Oxfordshire, Southampton and Brighton.
- 1.3 The demand management measures have the potential to generate income that is ring-fenced to transport and highway schemes and could be used to fast-track the delivery of the 15-year LTP4 investment programme, including complementary sustainable transport measures as set out in this report.
- 1.4 Appendix A - Programme for LTP4 Development  
Appendix B - Case Studies - Demand Management Measures



## 2. RECOMMENDED ACTION

- 2.1 To approve the delivery programme for Local Transport Plan 4, including a new borough-wide car parking and air quality strategy and the work which officers will be undertaking to progress this.
- 2.2 To authorise Officers to undertake a borough-wide parking survey and consultation to inform investigations into the potential measures as set out in this report.
- 2.3 To delegate authority to consult on the draft LTP to the Lead Member of Strategic Environment, Planning and Transport in conjunction with the Acting Head of Transport of Streetcare.
- 2.4 To authorise Officers to consult Wokingham Borough Council and West Berkshire Council on the proposed options.
- 2.5 That Officers continue discussions with Oxfordshire and South Oxfordshire about their potential housing sites located north of the Reading Borough boundary, a third river crossing and associated measures to manage potential displacement of local traffic.

## 3. POLICY CONTEXT

- 3.1 All Local Transport Authorities are required to publish a Local Transport Plan (LTP) under the Transport Act 2000, as amended by the Local Transport Act 2008. Our third Local Transport Plan (LTP3) was adopted by Council in March 2011 and is supported by numerous sub-strategies, including the Cycling Strategy and Interim Parking Policy, which should have been subject to a review.
- 3.2 Whilst the current LTP remains an adopted Council policy until 2026, a considerable number of transport schemes identified in the strategy have, or are in the process of, being developed or delivered. It is therefore vital that new schemes are identified within a new LTP, which will also be aligned to emerging policies and strategies, including the new Local Plan, Reading 2050 and the LEP Local Industrial Strategy, and better enable us to bid for future funding opportunities.
- 3.3 The development of a borough-wide car parking and air quality strategy will play an important role in helping to mitigate and better manage the negative impacts of transport in Reading, including congestion and poor air quality. As part of this strategy, it is proposed that our new LTP is updated to reflect national guidance and legislation outlined in the Transport Act 2000, and as amended in 2008, including the introduction of demand management schemes, such as those being considered elsewhere, including Road User Charging, Workplace Parking Levy, Clean Air Zones and Low Emission Zones.
- 3.4 In parallel to the development of LTP4, discussions on a third Thames crossing will continue with Oxfordshire and South Oxfordshire. In addition, there are potential housing sites located north of the Reading borough identified in South Oxfordshire's draft Local Plan that will need to be discussed and considered.

## 4. THE PROPOSAL

### Current Position:

- 4.1 Reading's excellent transport connections have attracted a large number of international and blue-chip companies to the area largely along the Great Western Mainline and A33 corridor. This trend is set to continue with the forecasted growth detailed in the emerging Local Plan and Reading is therefore faced with significant challenges in terms of managing the demand of both residential and employment developments and subsequent increases in the number of people travelling within the Reading area. Whilst significant investment

has already been secured through the Thames Valley Local Enterprise Partnership to implement major transport schemes that seek to unlock capacity for public transport, walking and cycling, more radical improvements are vital to complement and further enhance the transport mix and reduce congestion, improve air quality and encourage healthier lifestyle choices.

- 4.2 Our ambitious LTP4 vision will seek to support healthy lifestyle choices, improve quality of life and facilitate economic growth by reducing congestion, improving air quality and promoting sustainable transport options for local journeys or as part of longer journeys. This vision will be outlined in the core LTP strategy and further detailed in supporting sub-strategies that will set out our long-term goals and aspirations for a Reading that is clean, green, safety and active. As part of the Plan, we are proposing to develop a borough-wide car parking and air quality strategy to address commuter and through traffic. This will be further complemented by ambitious improvements supporting more people to make sustainable travel choices, including the development of a new Local Cycling and Walking Infrastructure Plan that will identify new routes and improvements based on key destinations.
- 4.3 The borough-wide car parking and air quality strategy will consider the introduction of local transport charging schemes; powers that are given to highway authorities in England in the Transport Act 2000. Charging schemes can take the form of a road user charge and/or a workplace parking levy (WPL). Charging schemes can be further complemented by Clean Air or Low Emission Zones targeting higher polluting vehicles, including through traffic. Such charging schemes need to be approved by the Secretary of State for Transport following the submission of a business case and detailed scheme order, with evidence of proper consultation and engagement.
- 4.4 Various Local Authorities are currently in the process of considering charging schemes that seek to reduce congestion and improve air quality, such as those detailed in Appendix B. To date Nottingham City Council are the only Local Authority to successfully implement a WPL scheme, which takes the form of a levy on employers providing workplace parking to motor vehicles used in the journey to work and parked at the business premise, as described in Appendix B. Whilst the existing WPL scheme in Nottingham has generated income to fund key transport improvements, including the construction and operation of tram lines and services and subsidised bus services for areas not served by the tram, the City Council are now preparing to consult on the introduction of a Clean Air Zone that would complement the existing WPL scheme and help tackle dangerous levels of Nitrogen Dioxide associated with congestion.
- 4.5 Other examples of Local Authorities actively investigating charging schemes, include Oxfordshire County Council, who have progressed furthest. In addition, the London Mayor's Strategy, which was published in March 2018, also strongly supports Workplace Parking Levies.

#### Options Proposed

- 4.6 As part of the development of LTP4 and the supporting sub-strategies, it is proposed to undertake an initial feasibility study to develop and consider how one or more of the following options could be applied within the Reading borough, to meet the transport and air quality challenges that Reading faces:
1. Workplace Parking Levy - largely following the Nottingham model, within the administrative area of Reading Borough boundaries.
  2. Clean Air Zone / Low Emission Zone - again the feasibility of introducing zones will need to be investigated
  3. Road charging - a certain amount of feasibility work will need to be done in order to assess the potential benefits of a Reading borough scheme

4. A package of complementary measures to the above demand management schemes including, but not limited to, traffic management, access restrictions, park and ride, MRT and bus priority, public transport information, ticketing improvements and walking and cycling improvements.
- 4.7 A 'Do nothing' option also has to be considered in the option appraisal, but evidence already indicates that Reading is unlikely to be able to meet the identified transport, growth and air quality challenges without additional methods of managing traffic growth, and therefore doing nothing is not an option. In addition, the LTP investment programme will be reliant upon external funding being secured to develop and construct new transport and highway schemes therefore reducing the speed in which improved air quality and reduced congestion will be realised.
- 4.8 Whilst the proposed options are currently being considered for the Reading Borough only, it should be noted that the administrative boundaries result in key employment sites, such as the University and Green Park, being split across two Local Authorities or, in the case of Thames Valley Business Park, entirely outside of the Reading Borough. Given the large number of trips that are generated by these sites, it is suggested that Officers commence early discussions on the proposed options with Wokingham and West Berkshire Councils.
- 4.9 Any income generated from the proposed options would enable the Council to bring-forward existing delivery programmes as well as fast-tracking the development and delivery of our 15-year LTP4 investment programme, including:
- Major Schemes - development and implementation of schemes such as park and ride, MRT, and the feasibility of larger schemes including preparation of a full business case for a third Thames crossing
  - Investment in Public Transport - including subsidised bus travel, smart ticketing, discounts, alternative fuels, higher frequency and new services.
  - Easy Access Reading - including better maintained footways, cycleways and roads, delivery of improvements outlined in our emerging Local Cycling & Walking Infrastructure Plan
  - Low Emission Zone / Clean Air Zone - tackling higher polluting vehicles travelling through the Reading borough
  - Sustainable Transport Initiatives, such as travel planning, campaigns and incentives tackling journeys to work and school

#### Next Steps

- 4.10 In order to inform the development of LTP4, including the borough-wide car parking and air quality strategy, the appraisal of scheme options will be developed including transport modelling. In addition, it is proposed that a comprehensive parking survey of all car parks in the Reading borough is undertaken. This will include all car parks owned, operated and/or managed by the Council as well as those provided by private businesses. As part of this process, we will seek feedback on the proposed demand management measures set out in this report as well requesting permission to undertake the surveys on private land. The borough-wide parking survey, which is expected to take place from September 2018 to early 2019, will also help identify potential concessions for businesses and residents.
- 4.11 A report summarising the results of this preliminary option appraisal will be brought back to the Strategic Environment Planning and Transport Committee in early 2019, after the completion of the parking surveys. If agreed, the demand management options will then

be developed in consultation with key stakeholders, including employers, before approval is sought to submit the scheme to the Secretary of State for confirmation in September 2019 and potential implementation from September 2020.

## 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The LTP4 and supporting sub-strategies, including the proposed demand management options, will contribute to all the Council's strategic aims by facilitating future growth and helping to improve air quality and reduce congestion. The Strategy will achieve this by encouraging drivers to consider alternatives to the private car and, in the case of the proposed demand management measures, enable us to bring-forward the 15-year LTP investment programme. The new LTP and supporting sub-strategies therefore contribute to the following Corporate Plan priorities:

- Keeping the town clean, safe, green and active;
- Providing infrastructure to support the economy; and
- Remaining financially sustainable to deliver these service priorities.

5.2 Demand management tools contribute towards sustainability, community safety and health by providing finance for sustainable transport measures, which in turn help to reduce congestion, improve air quality and encourage more people to travel by active and healthy means, such as walking and cycling.

## 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Local Authorities have a duty to undertake statutory consultation when developing a new Local Transport Plan, which typically spans 12 weeks in line with other statutory assessments required as part of the development of the LTP, such as the Strategic Environmental Assessment (SEA).

6.2 Our approach and timescales to LTP4 consultation will be detailed in a Communications Plan, which will set out our intention to host a number of public exhibitions that will set out how we will tackle the transport challenges that Reading faces and our solutions to addressing these issues. This consultation period will also consider the role that demand management options set out in this report could play in reducing congestion and improving air quality and outline proposals for the Local Cycling and Walking Infrastructure Plan, which is being progressed in parallel. As part of the statutory consultation process, Officers will also discuss the proposals at meetings with local user groups. It is therefore proposed that this informal engagement starts as soon as possible, to be aligned with the statutory consultation process for LTP4 outlined in Appendix A.

6.3 The draft LTP will be updated to reflect feedback after the consultation period has ended, after which the revised document will be reported to Policy Committee for adoption in Spring 2019.

6.4 Whilst the Transport Act does not require formal public consultation to be carried out before any potential charging schemes are implemented, experience in Nottingham, London and elsewhere has shown that both formal public consultation and considerable informal engagement are required, particularly with employers and employees who are most likely to be most affected.

## 7. EQUALITY IMPACT ASSESSMENT

7.1 In addition to the Human Rights Act 1998, the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 An Equality Impact Assessment will be carried out as part of the development of the strategies outlined in this report however further, and more detailed, assessments will be undertaken as part of the development of schemes taken forward under the adopted strategies.

7.3 In principle the supporting sub-strategies offer considerable opportunities to improve the situation for target groups. For example income generated from demand management measures could be used to subsidise bus fares or support new bus services therefore enabling the improvement of public transport for all residents, including elderly or disabled people.

## 8. LEGAL IMPLICATIONS

8.1 The Local Transport Plan is a statutory requirement as set out in the Transport Act 2000, as amended by the Local Transport Act 2008. Accompanying Strategic Environmental Assessment and Health Impact Assessment are also required as part of the EC Directive 2001/42/EC.

8.2 The demand management measures outlined in this report are subject to a statutory process which culminates in approval by the Secretary of State for Transport. This includes a necessary Scheme Order, which is likely to need specialist legal advice.

## 9. FINANCIAL IMPLICATIONS

9.1 The Council's Term Consultant, Peter Brett Associates, have been appointed to develop the new Local Transport Plan (LTP4) following the evaluation of three fee proposals submitted by transport consultancies. The costs of developing LTP4, including sub-strategies, will be met by existing transport budgets by utilising a proportion of the Council's Integrated Transport Block grant allocated by the DfT.

9.2 Scheme and spend approval for individual projects identified in LTP4, and the supporting sub-strategies, will be sought from Committee separately at the appropriate time, as and when funding is available. However, any income generated from the proposed options set out in this report is ring-fenced under Section 12 of the Transport Act 2008 and has to be reinvested in transport and highway measures identified in the Scheme Orders.

## 10. BACKGROUND PAPERS

10.1 Local Transport Plan 3: Strategy 2011-2026 (Council, 29 March 2011).

10.2 Local Transport Plan 3: Annual Implementation Plan reports to Strategic, Environment, Planning and Transport Committee and Traffic Management Sub-Committee from 2011 onwards

10.3 Local Cycling & Walking Infrastructure Plan (Traffic Management Sub-Committee, 2 November 2017).

## Appendix A - Programme for LTP4 Development

	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
<b>Local Transport Plan</b>																													
Strategy development, including car parking & air quality strategy																													
Approval to consult on draft strategy																													
Consultation, including exhibitions																													
Review and update document																													
Approval to adopt final strategy																													
<b>Demand Management Strategy</b>																													
Policy Committee - Approval to consult on demand management measures																													
Public consultation, Equality Impact Assessment, surveying and public examination complete																													
Borough-wide communication campaign complete																													
Approval to proceed with preferred option/s																													
Prepare business case for preferred option and ongoing engagement with businesses																													
Submit business case and Legal Order to Secretary of State for Transport for approval																													
Preparing for implementation																													
Scheme launch																													

## Appendix B

### London Road User Charging / Congestion Charge

1. The London congestion charge was introduced in 2003 and applies a daily charge for driving a vehicle (with certain exceptions) between 07:00 and 19:00 Monday to Friday within the congestion charge zone in central London. The original objective of the scheme was to reduce high traffic flow and pollution in central London and raise additional funds for investment in the transport network. As of June 2018 the daily charge for driving in to the congestion charging zone is £11.50.
2. In July 2013 the Ultra Low Emission Discount (ULED) introduced more stringent emission standards that limit the free access to the congestion charge zone to all-electric cars, some plug-in hybrids, and any vehicle that emits 75g/km or less of CO<sub>2</sub> and meet the Euro 5 standards for air quality. The ULED scheme was designed to curb the growing number of diesel vehicles on London's roads, which since June 2016 pay the full congestion charge. The T-charge (toxicity charge) was introduced from October 2017 for vehicles that do not meet Euro 4 standards. These older polluting vehicles pay an extra £10 charge on top of the congestion charge to drive within the zone. From April 2019, the T-charge will be replaced by the Ultra-Low Emission Zone, which will apply to vehicles which do not meet Euro 5 standards and operate 24/7. From 2021, the ULEZ will be extended to the North and South Circular.
3. In 2013, ten years after its implementation in 2003, TfL reported that the congestion charging scheme resulted in a 10% reduction in traffic volumes from baseline conditions, and an overall reduction of 11% in vehicle kilometers in London between 2000 and 2012.

### Nottingham's Workplace Parking Levy Scheme

1. Nottingham's scheme was implemented in 2012 and has been running smoothly since then. It provides revenue of approx. £9m pa, which is mostly spent on Lines 2 and 3 of the Nottingham tram (a PFI scheme), as well as the improvement of the main railway station and the provision of LinkBuses (the Council's subsidised bus services which amongst other things 'fills the gaps' for employers that the tram does not serve). There is evidence that the WPL itself has had a small impact on congestion, but a much bigger impact results from the related public transport improvements, now all in place.
2. The current WPL charge is £402 pa per liable workplace parking space. The levy is charged to employers and they decide whether or not to pass the cost on to the employee using the parking space. Approximately 40% of liable employers now pass the charge on.
3. The City Council considered the two options available in the Transport Act 2000 (WPL and Road User Charging) and decided on WPL as congestion problems in Nottingham were mostly due to commuting at peak times and it was thought that a road charging scheme might endanger Nottingham's competitive position. The boundary of the scheme is the City Council boundary. There are approximately 25,000 liable spaces.
4. The legislation only allows for workplace staff parking to be charged, not customers, visitors, blue badge holders or fleet vehicles. Nottingham also decided on further discounts. The most significant one is that employers with 10 or fewer liable workplace parking spaces do not have to pay any levy charge. This was to

support small business, but also because the great majority of liable spaces are at larger workplaces. Therefore only 480 of the 3000 employers in the City are charged. Emergency services and front-line NHS services also have a 100% discount.

5. All employers are required to licence their workplace parking (whether liable or not), on an annual basis. It is up to each employer to licence the correct number of spaces. These figures are checked for accuracy according to City Council databases. Enforcement officers with a camera car also check on unusual licence features. So far there has been 100% compliance and no penalty notices have been served.
6. One full time officer works on advising employers about how to manage the WPL, including travel plans and better ways of managing parking. Small grants are available for cycle parking etc to encourage employers to consider alternatives to the car. The City Council also has a programme of controlling on street parking resulting from the levy, with on-street charged schemes put in place where practical.

#### Nottingham - Clean Air Zone

1. Nottingham City Council is currently planning and undertaking modelling work to determine the scope for a new Clean Air Zone (CAZ) in the city. This will determine where the CAZ will be applied and whether there will be a charge for vehicles which do not meet strict standards to enter.
2. The full details for the scheme are expected to be announced in June 2018 and go to a public consultation in the summer 2018 before seeking government approval. The Council's intention is to introduce the CAZ in 2019.
3. The CAZ would not apply to cars, but all diesel-powered taxis, buses, HGVs and coaches would have to meet Euro VI standards to enter it. Most diesel vehicles built after 2015 already adhere to the standards. Petrol vehicles would have to adhere to Euro V standards, which applies to most vehicles built since 2011.
4. The Council claims that level of dangerous Nitrogen Dioxide (NO<sub>2</sub>) would remain too high unless measures such as a CAZ is introduced.

#### Oxfordshire County Council Transport Demand Management Proposals

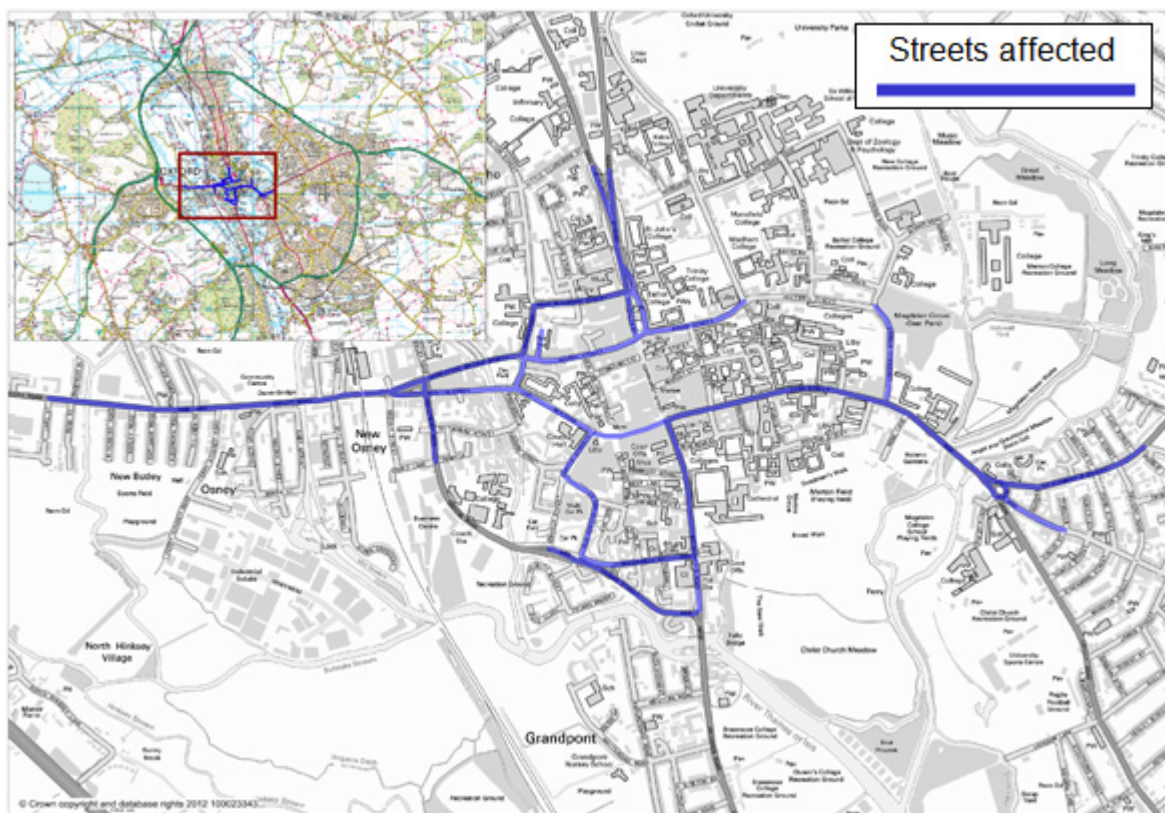
1. Oxford is facing considerable challenges, including population and economic growth, congestion and worsening air quality. To better manage these pressures, Oxfordshire County Council is considering transport demand management measures for Oxford. At present they have not made definite proposals for either WPL or road charging but are investigating both as options alongside other traffic management proposals.
2. So far, a workplace parking survey and an attitudinal survey (looking at people's attitudes to congestion and demand management measures to tackle it) have been carried out. Full engagement with stakeholders including residents, employers and business is planned for later in 2018, to help shape options and secure support for proposals before formal consultation is carried out.



## Oxford - Low Emission Zone

1. A Low Emission Zone (LEZ) was introduced in 2014 in Oxford to encourage the uptake of cleaner greener vehicles, leading to reductions in pollution emissions and improved air quality.
2. Oxford City Council, working together with Oxfordshire County Council, developed the LEZ scheme over a number of years, including assessments highlighting the need to reduce the impact of vehicle generated emissions. A joint City-County feasibility study, including significant consultation with Bus Operators, identified the process leading to the development of the adopted LEZ scheme.
3. The LEZ scheme regulates that all local bus services within the streets affected (see location plan below) must be operated exclusively by buses whose engines meet the Euro V emission standard (for nitrogen oxides (NO<sub>x</sub>)), either as a new engine or a vehicle that has been retrofitted with equipment to reduce emissions in order to achieve the Euro V standard (for Nitrogen Oxides (NO<sub>x</sub>)).
4. Oxford City Council and Oxfordshire County Council are now proposing to introduce the world's first Zero Emission Zone in Oxford city centre which would see diesel and petrol vehicles banned from the city centre. This would be implemented in phases, starting with some vehicle types and a small number of streets in 2020, and, as vehicle technology develop, moving to all vehicle types across the whole city centre by 2035.

## Oxford - Location Map of Low Emission Zone



## Southampton City Council - Clean Air Zone

1. In 2015 Southampton City Council assessed the need for a Clean Air Zone (CAZ) to achieve compliance with EU Ambient Air Quality Directive levels of nitrogen dioxide as soon as possible and by the end of 2019 at the latest.
2. The Council published its Clean Air Strategy in 2016 identifying its intent to implement a charging CAZ for commercial vehicles by 2019/20. A city wide Class B CAZ was identified as the preferred option. Under this scheme Class B, Buses, Coaches, Taxis (Hackney Carriage and Private Hire) and Heavy Goods Vehicles (HGVs) would be charged to enter the zone should the vehicle not meet the minimum emission standards (Euro 4 petrol/Euro 6 diesel/Euro VI diesel).
3. The CAZ was implemented initially on a non-charging basis in 2017 and consists of a programme of measures and incentives to reduce emissions, including promoting ways in which people can do so. Access restrictions and penalty charging will eventually be introduced in 2019, as per statutory requirements. Importantly, the charges will be set at levels designed to reduce pollution, not to raise additional revenue beyond recovering the costs of the scheme.
4. The Council's preferred option was not to charge any private vehicles, light goods vehicles (LGVs), minibuses, motorcycles or mopeds. Options were derived and assessed in accordance with the Government's Clean Air Zone Framework with technical support from consultants Ricardo and Systra in collaboration with government's Joint Air Quality Unit (JAQU).

## Norwich - Low Emission Zone

1. In July 2008 Norfolk County Council introduced a Low Emission Zone (LEZ) to address buses which spend a large proportion of time within the city centre and emit harmful pollutants such as oxides of nitrogen (NO<sub>2</sub>). The LEZ initially required that 70% of city buses met specified set emission levels for NO<sub>2</sub> and this rose to 100% in 2010.
2. In order to meet the requirements of the LEZ, buses needed to meet the Euro 3 emissions standard in 2008. Replacing all older vehicles would have been prohibitively expensive, so the Council worked with bus operator First Eastern Counties and consultant partner Mott MacDonald to identify an alternative that would deliver the same improved air quality standard at a lower cost. It identified that older buses could be fitted with SCR (Selective Catalytic Reduction) technology to reduce NO<sub>x</sub> emissions. Installation of SCR technology delivered NO<sub>x</sub> reductions of up to 64%; well within the level required to enable a Euro 2 vehicle to comply with the Norwich LEZ standards.

## Brighton - Low Emission Zone and Ultra Low Emission Zone

1. Brighton & Hove City Council first passed a resolution in June 2013 to investigate whether a Low Emission Zone could help tackle the issue of poor air quality in parts of the city. The report that followed looked at the small number of Low Emission Zones already up and running elsewhere in the country (London, Norwich and Oxford) and weighed up whether and how they could be applied to help improve air quality in Brighton and Hove.

2. The Council looked at what forms of transport such as public transport, freight and private vehicles should be regulated within the Low Emission Zone and recommended a bus based LEZ scheme which was agreed in January 2014 following constructive discussions with the city's bus operators and the taxi companies. The LEZ scheme was introduced in January 2015.
3. From the implementation of the scheme all bus services with routes entering the LEZ had five years to comply with Euro 5 emission standard. Taxis are not covered by the Low Emission Zone conditions but drivers are observing 'no engine idling' policies whilst stationary at taxi ranks.
4. The Council is now planning to expand the LEZ and introduce an Ultra-Low Emission Zone which will require all new buses and taxis operating in the zone to meet the Euro 6 emission standard.

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	16 JULY 2018	AGENDA ITEM:	13
TITLE:	LIBRARY SERVICE: REPORT ON PUBLIC CONSULTATION AND CONFIRMATION OF SAVINGS		
LEAD COUNCILLOR:	COUNCILLOR SARAH HACKER	PORTFOLIO:	CULTURE, SPORT & CONSUMER SERVICES
SERVICE:	HOUSING AND NEIGHBOURHOODS	WARDS:	BOROUGHWIDE
LEAD OFFICER:	SARAH GEE SIMON SMITH	TEL:	0118 937 2973 0118 937 5970
JOB TITLE:	HEAD OF HOUSING AND NEIGHBOURHOODS; LIBRARY SERVICES MANAGER	E-MAIL:	<a href="mailto:sarah.gee@reading.gov.uk">sarah.gee@reading.gov.uk</a> <a href="mailto:simon.smith@reading.gov.uk">simon.smith@reading.gov.uk</a>

1. PURPOSE OF REPORT

- 1.1 Following the conclusion of the public consultation on proposals for the future of the library service which ran from 21 February to 21 March 2018, this report together with Appendix 1 sets out the feedback received.
- 1.2 Additionally, the report outlines Officer recommendations for a library service which meets the needs of those who live, work or study in the Borough while delivering the desired savings from all services, including the library service, taking into account the outcome of public consultation and the further exploratory work undertaken.

2. EXECUTIVE SUMMARY

- 2.1 As a result of a reduction in Government funding, Reading Borough Council estimated in January 2018 that it now needed to save a further £43m over the period 2018 to 2021. The Council has therefore been making a series of budget proposals to make the savings needed, and is committed to ensuring that residents are informed and have a say.
- 2.2 As part of a package of proposals for the 3 year financial plan for 2018 to 2020, the library service was asked to deliver target savings totalling £217,000 for 2018/19.
- 2.3 In February 2018 Policy Committee approved a target level of savings, subject to staff consultation, of £145,000, and authorised public consultation on proposals to reduce the opening hours at six of Reading's seven libraries in order to deliver the remainder of the savings requirement. This report provides an analysis and summary of the responses to the consultation and makes recommendations to Policy Committee on the delivery of the desired level of savings. Recent library service reviews starting in 2015 established the matrix for future prioritisation of investment in the library service and have determined the new Library Service offer set out in the consultation document. The current options proposed by the Council draw on the principles established through these earlier library service reviews but analysis underpinning impact and need is based on up to date demographic and library use data.

- 2.4 A four week public consultation starting on 21 February 2018 sought views and responses from the public on specific proposals to reduce the opening hours at Reading’s libraries. In addition, a further study of library usage over a four week period was also undertaken and analysed in order to inform the development of the final proposals for the future opening hours of the library services.
- 2.5 The detailed recommendations set out at Section 6 in this report have been informed by the results of the public consultation with reduced hours and therefore staffing across the network as detailed below. As previously reported, a service offer is being retained across all seven current service points (Battle, Caversham, Central, Palmer Park, Southcote, Tilehurst and Whitley Libraries).
- 2.6 It is considered that should the recommendations outlined in this report be implemented, the library service offer would continue to meet the legal requirement for the service to be ‘comprehensive and efficient’. The proposed library service offer would continue to make more effective use of community buildings, reflect patterns of usage relative to local needs, respond to what our communities have told us so far about reducing opening hours while ensuring appropriate provision across communities.
- 2.7 Whilst the Policy Committee report of February 2018 did not set out any specific proposals for reduced opening hours, some example reduced opening hours were included in the consultation document showing potential patterns of opening at different libraries. The opening hours at Reading’s libraries have been refined through drawing on feedback received, reviewing usage data/information and ensuring workable staff rotas with regard to staff safety and service resilience.
- 2.8 The recommendations set out in this report for the future opening hours of the library service could deliver annual savings of £72,000 with the offer being fully implemented from October 2018, subject to staff consultation on a restructure to deliver the savings, if agreed.
- 2.9 This report includes a number of detailed Appendices that have informed the development of these recommendations. The report does not reproduce data and analysis published to date which provides context to the review and recommendations. Links to this data are provided at paragraph 12.5 of the report.

- Appendix 1 2018 Consultation Report - analysis of responses.
- Appendix 2 Representations received during consultation and officer response.
- Appendix 3 Equality Impact Assessment

**3. RECOMMENDED ACTION**

That Policy Committee:

- 3.1 Notes the outcome of the libraries consultation exercise, as set out at section 5 of this report and Appendix 1 (2018 Consultation Report - analysis of responses);
- 3.2 Approves the reduction in library opening hours as detailed and recommended in section 6 of this report, to deliver the savings, as explained in section 2 of this report, subject to staff consultation;
- 3.3 Authorises Officers to consult library staff on proposed changes to the library services and, subject to the outcome of such staff consultation, implement the recommended changes to the library service from October 2018.

**4. BACKGROUND**

## Service Context

- 4.1 Under the 1964 Public Libraries and Museums Act the Council is obliged to provide a 'comprehensive and efficient' library service for all individuals who live, work or study within the Borough. Reading Borough Council currently delivers this through a comprehensive range of services including a central library; 6 local branch libraries across the Borough; a recent and growing offer of e-books and other online resources; a mobile library and home visiting service for the elderly and housebound; and a toy library based in Southcote, due which will move to Central Library in 2018.
- 4.2 The library service is open to all but with a focus on targeting resources to improve outcomes for Reading's communities and meeting the Council's wider strategic priorities - including inclusion of disabled, vulnerable and older residents; meeting the diverse needs of Reading's multi-cultural community; improving literacy and attainment; and increasing access to cultural opportunities for all.

## Budget Context

- 4.3 This report should be considered in the context of the Council's wider financial position.
- 4.4 As part of the programme to find substantive savings of £39m across the Council in 2015, Policy Committee in July 2015 agreed to a comprehensive review of the whole library service.
- 4.5 Following an initial consultation and survey to understand use and needs, proposals to deliver a saving of £284,000 were presented to Policy Committee (15 February 2016). Final savings of £290,000 were endorsed by Policy Committee on 18 July 2016 following a second phase consultation on the detailed model proposed.
- 4.6 The budget report to Council in February 2017 identified a substantial gap of £24.2m between expenditure and funding over the medium term to 2019/20. In addition the 2017/18 budget relied on the use of reserves up to £11.1m. A list of Council-wide savings proposals were brought forward to Policy Committee on 17 July 2017.
- 4.7 Further savings/changes to the library budget in year 2017/18 were presented to Policy Committee (17 July 2017) which were deliverable without impacting on the service offer to library users agreed by Policy Committee in July 2016:
- DENS49 - income of £18,000 from Berkshire Family History Society (BFHS) to rent space from the library service (£14,000 17/18; £4,000 18/19)
  - DENS50 - additional £60,000 savings achieved through new library service offer (£35,000 17/18; £25,000 18/19).
- Overall the library service is currently on track to deliver the above savings in 17/18 and 18/19, and will have delivered circa £368,000 savings since April 2016.
- 4.8 A further proposal to deliver additional savings to the library budget for year 2018/19 was presented to Policy Committee on 17 July 2017, as follows:
- DENS53 - £115,000: Reduce costs further in library services: to seek further reductions based on the new service model implemented in April 2017, retaining an offer in all service areas through further reductions in branch opening hours and reducing to single staffing in additional libraries through colocation and partnership models.
- 4.9 In February 2018 Policy Committee was asked to consider total net library service savings of £217,000, to contribute to closing the budget gap.

- 4.10 In the context of the overall financial challenge facing the Council, savings need to be secured across all services and this includes the library service which may also need to take some share of the further reductions required. The Council has considered other options to avoid the need to make these savings as reported previously.
- 4.11 Completion of a needs analysis in 2016, which incorporated data on both library use and the demographic need of the catchment population, was used to develop a priority ranking for libraries in Reading, to assist with prioritising the use of resources. Ranking was completed on the basis of the two data sets, and was subsequently combined and weighted at 40% for use and 60% for demographic need, with rankings as below. Note that despite the matrix being updated in 2018 using the latest data available, the rankings remain the same for all libraries.

Use ranking (2018)	Need ranking (2018)	Overall Ranking (2018)
1. Central	1. Whitley	1. Central
2. Caversham	2. Central	2. Battle
3. Battle	3. Battle	3. Caversham
4. Tilehurst	4. Caversham	4. Whitley
5. Palmer Park	5. Tilehurst	5. Tilehurst
6. Southcote	6. Southcote	6. Southcote
7. Whitley	7. Palmer Park	7. Palmer Park

- 4.12 The consultation on the Council’s library services proposal took place between 21 February and 21 March 2018, a period of four weeks. Respondents were encouraged to feedback on proposals to reduce the opening hours using an online or paper survey form - visible at <https://consult.reading.gov.uk/css/your-library-services-your-say/> (survey was also attached in the February Policy Committee report) . Respondents were able to suggest any means of reducing any negative impacts of proposals or alternative ways of delivering the desired savings other than that proposed. Feedback has subsequently been considered and informed the final recommendations outlined in this report.

## 5. LIBRARY REVIEW - 2018 CONSULTATION SUMMARY

- 5.1 A total of 1,332 responses to the consultation were received including:
- 1,308 questionnaires returned online or in paper format (which represents around 5% of the total active user base of the library service)
  - 22 emails
  - 2 formal written responses
- 5.2 These were also supplemented by:
- 8 drop-in sessions with the Library Services Manager, held across all libraries in Reading, including weekday mornings and afternoons plus one evening. A total of 30 people attended these sessions.
- 5.3 A demographic analysis of survey respondents shows that, as with previous consultations:
- Relative to catchment population size, a significantly greater proportion of responses were received from residents living in the Caversham Library catchment area and this is reflected in library use data reported by survey respondents.
  - A significantly greater proportion of women, older people and White British/ other white individuals responded to the consultation than are reflected in the resident population.



- Due to the greater representation of older people amongst respondents, there was also a higher rate of respondents wholly retired than reflected in the resident population as a whole.
- The proportion of respondents reporting that they visit libraries with or on behalf of children aged between 0-18 was notably higher than the Borough average for households with dependent children of all ages at 41% vs. 30%, whilst responses from children and young people aged 0-24 were much lower than reflected in the resident population at 1% versus. 37%.

5.4 This demographic data subsequently confirms that, as the survey was designed in order to allow everyone who wished the opportunity to contribute, consultation responses cannot be considered statistically representative of the wider community. Feedback captured should be seen in the context of ‘those who responded’, and is still provides useful information to understand the possible impacts of changes proposed, in order to further develop recommendations.

5.5 When considering the impact of proposals, 61% of respondents identified one or more of the proposals as having a negative impact.

5.6 Proposals A and C regarding proposed reductions in staffing and opening hours at Caversham and Central Libraries were identified by the greatest number of respondents as having a potentially negative impact on respondents and their families. This is consistent with the larger catchment areas and higher levels of use of these libraries.

5.7 Figure 1 below shows consultation responses to the question ‘Do you think this proposal will impact on you and your family?’ across all proposals. This analyses the response given to a specific library proposal by respondents who have identified this as their main library.

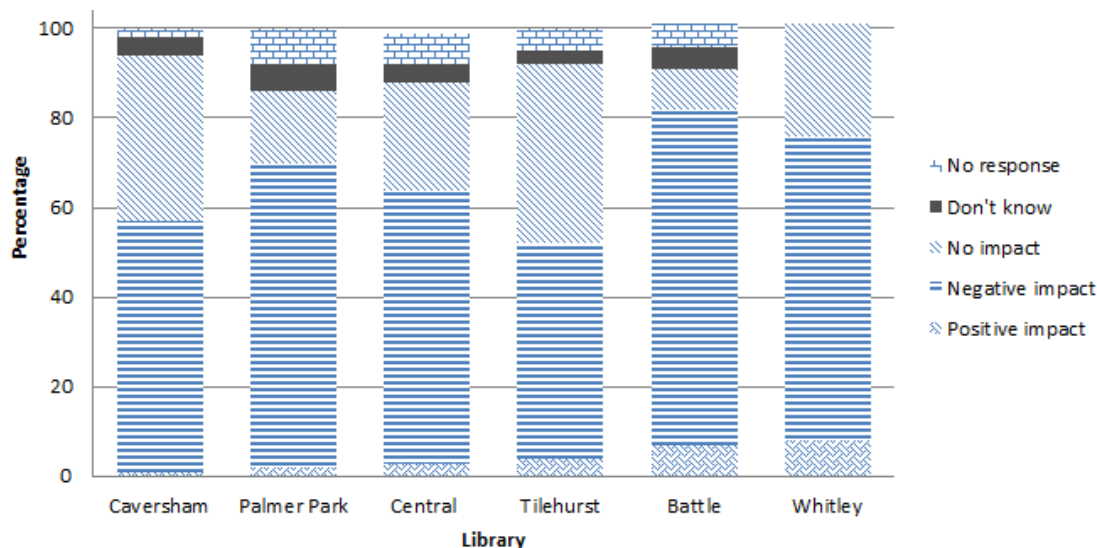


Figure 1: Impact of Proposals (based on response given to each library proposal by respondents identifying this as their main library).

5.8 When asked for further detail regarding the possible impact of proposed changes, the following responses were amongst those most frequently received:

- Concerns about the impact of changes on children, young people and those in full time work or study, and having access on particular days
- Concern that reduced hours would limit access to library services and therefore result in a reduction in use (especially amongst school aged children and working adults, based on the illustrative opening hours presented to aid consultation which



included later opening, earlier closing and additional days closed for some libraries), which it was feared would then be used as a pretext for further reductions

- Impacts on lost spontaneity of library visiting, as fewer hours means that visits have to be planned to fit in, rather than being in a locality and popping into the library
- Impact on rhymetimes and activities offered to children
- Concern over reduced hours of access to free public IT facilities and wifi
- Impact on locality (run down, loss of an amenity in area, target for crime)
- Some comments indicated that users would fit around hours and were pleased that libraries were not closing
- Some comments asked the Council and service not to carry out the changes
- Concerns over impact of reduced hours on staff
- Indications of preferences for full days or half days closing
- Suggestion that Central Library should be prioritised over branches

5.9 When asked for particular feedback on opening hours, recurring themes included:

- Feedback on particular aspects of the hours that had been illustrated in the proposal, making the case for different days, different times, highlighting concerns over particular patterns
- Asking the Council not to make the changes
- Concerns over the impact on particular user groups such as children, young people, elderly users and those in full time work/studies
- At Caversham, some illustrated options were provided in the consultation and 58 people expressed a preference for one over the other
- Indications of preference for full days over half days or vice versa
- Suggestions to prioritise Central and consider closure of some branches
- Some comments indicated that users would fit around hours and were pleased that libraries were not closing

5.10 When asked for suggestions as to how negative impacts could be reduced, recurring themes included:

- Not making changes
- A large number of people indicated 'unsure/don't know'
- Comments on particular aspects of the hours, such as changing days or evenings
- Ensuring an out of hours bookdrop service was available
- Need to communicate and highlight changes for users
- Suggestions to raise income by hiring out the library space, accepting donations
- Some respondents were in favour of closing one or more libraries or reducing staffing further
- Mitigation by using volunteers

5.11 Finally, when asked for alternative ideas as to how the council might deliver required savings, the following suggestions were most common:

- Hiring out the spaces, out of hours
- Running more events and activities and making a charge for them
- Making savings elsewhere rather than from libraries
- Providing coffee facilities for a charge
- Energy efficiency
- Moving libraries into different buildings/sharing space
- Closure of some libraries in order to keep others open longer
- Sponsorship and donations
- Using volunteers to a greater extent

5.12 A detailed Officer response to suggestions received from the public consultation exercise is included at Appendix 2 of this report.

5.13 Further detail on consultation feedback received is included in the Consultation Report attached as Appendix 1. The following section sets out how the concerns and suggestions of consultation respondents have been addressed by and incorporated in the new service offer.

## 6. RECOMMENDED FUTURE SERVICE OFFER AND SAVINGS

6.1 The Council's aim is to ensure provision of a comprehensive, modern, affordable and efficient service for Reading which reflects local needs and makes the best use of resources.

6.2 There is limited national guidance as to what a Library Service or branch should deliver and how, and libraries serve different groups within communities with different needs and interests:

*'Most library services already include a range of different kinds of public library - differing by size, range of services offered, location, etc. These are often complemented with smaller book collections and similar arrangements with a wide range of public and community venues. A modern library service is therefore the sum total of a number of different parts which work together.'*

'Community Libraries' 2013 Arts Council England and Local Government Association Report.

6.3 As outlined above, consultation feedback primarily centred on the impact of reduced opening hours and the illustrative opening hours shared during the consultation process. Respondents subsequently offered a number of suggestions around opening hours to reduce any negative impacts of changes.

6.4 A four week utilisation study was also undertaken across the library network during the consultation period, including a half term, in order to further enhance our understanding of current patterns of library use with empirical data, in order to inform future opening hours. This utilisation study included hourly monitoring of visits.

6.5 Library usage data has been considered alongside feedback received during consultation and staff scheduling considerations have also been taken into account in order to best target opening hours.

6.6 Two options have been developed and are set out below. Officers recommend implementing Option B as this offers greater operational resilience, more reliable service as a consequence, and more memorable opening hours for customers.

6.7 For both of the options presented below:

- Late nights are retained at all sites with no change (except Palmer Park), including two at Central Library
- Mondays and Thursdays see no change
- Central Library opens for 37 rather than 36 hours for the same saving

6.8 The recommended opening hours in Option B have been scheduled in order to:

- a. Best reflect overall levels of usage of each branch and feedback given where possible;

- b. Best meet the varied needs of different groups within communities, including the needs of pre-school and school age children and working adults for example, and linked to this -
  - c. Include an evening and some Saturday provision across 6 of the 7 sites;
  - d. Ensure that there are no periods of Central Library closure when branches are open (except during times of guaranteed management presence at Central Library), in order to be better able to provide staffing and incident support to branch libraries where needed (many of which will be single staffed) to maintain a reliable service to customers. The reduced (and often single cover) staffing levels in libraries mean that providing cover and ensuring resilience is critical to minimise and avoid unplanned closures or late opening due to staff sickness. Coordination and provision of cover is not possible from any branch other than Central Library. The makeup of the building at Central Library means that, if absolutely required, floors could be closed or development/management staff could be diverted to provide continuity of service.
  - e. Include 9 am opening at branch libraries, where possible, in order to reflect use of these branches by parents of young children visiting the library immediately after taking older children to school;
  - f. Be consistent and memorable, as well as adequately publicised - with closure across the network on Wednesdays (except at Palmer Park);
  - g. To provide a reasonable range of open days and late evening hours across the network that on most days would allow users to visit an alternate library if their preferred branch is closed;
  - h. Accommodate the continued delivery of popular children's and adults activities wherever possible. Where these are impacted by closure times, best endeavours to provide alternatives would be made.
- 6.9 Note that 38% of consultation respondents indicated that they visit Central Library as well as their preferred library. Central Library was most frequently cited by users of all branch libraries as an additional library visited (see Appendix 1 for further detail). It might seem to make sense then for Central library opening hours to complement those of the branches - providing cover when these are shut. However, data demonstrates that usage of Central Library does not necessarily increase during times when more branches are closed. Further, since Central Library is the busiest in the network by a considerable margin, opening hours need to reflect peak use and Central Library user preferences wherever possible. There is a need to balance the needs of Central Library users with provision of cover across the Borough's libraries, as well as providing a degree of resilience within the service.
- 6.10 For the community hub in Southcote, the 'opening hours' shown are the minimum access times when library staff will be employed and available on site. The hours shown overleaf are periods where the library will be staffed. Southcote Library may be available for use on a self-serve basis at other times subject to wider staffing on site to provide oversight of the facility.
- 6.11 The following tables outline the recommended opening hours for the Reading library network, including Southcote which was not part of this consultation but is included for the sake of completeness. The total hours of service opening per week would be 164 hours. This is a reduction of 35 hours (18%) against the current 199 hours. Opening hours for the network reduced by 30% in 2017. Tables show
- Table 1 : Current opening times
  - Table 2 : Option A
  - Table 3 : Option B - officer recommendation

Note that changes from current opening hours (table 1) are highlighted in tables 2 and 3

Table 1  
Opening hours currently May 2018

Current	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Central Library* (46 hours)	10am-5pm	10am-7pm	10am-5pm	10am-7pm	10am-5pm	10am-5pm
Caversham Library (35 hours)	Closed	9am-5pm	9am-5pm	1pm-7pm	9am-5pm	10am-3pm
Battle Library (27 hours)	Closed	1pm-7pm	Closed	9am-5pm	9am-5pm	10am-3pm
Tilehurst Library (27 hours)	9am-5pm	9am-5pm	Closed	1pm-7pm	Closed	10am-3pm
Palmer Park Library (21 hours)	Closed	9am-12noon 1pm-7pm	9am-12noon	9am-12noon 1pm-4pm	Closed	10am-1pm
Southcote Library (21 hours)	Closed	9am-12noon 1pm-7pm	Closed	9am-12noon 1pm-4pm	9am-12noon	10am-1pm
Whitley Library (21 hours)	Closed	9am-12noon 1pm-7pm	Closed	9am-12noon 1pm-4pm	9am-12noon	10am-1pm

Table 2

Option A Not recommended	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Central Library (37 hours)	10am-5pm	10am-7pm	10am-3pm	10am-7pm	Closed	10am-5pm
Caversham Library (27 hours)	Closed	9am-5pm	9am-1pm	1pm-7pm	1pm-5pm	10am-3pm
Battle Library (22 hours)	Closed	1pm-7pm	Closed	9am-5pm	9am-12noon	10am-3pm
Tilehurst Library (22 hours)	9am-5pm	9am-12noon	Closed	1pm-7pm	Closed	10am-3pm
Palmer Park Library (16 hours)	Closed	9am-12noon 1pm-5pm	9am-12noon	9am-12noon 1pm-4pm	Closed	Closed
Southcote Library (21 hours)	Closed	9am-12noon 1pm-7pm	Closed	9am-12noon 1pm-4pm	9am-12noon	10am-1pm
Whitley Library (18 hours)	Closed	9am-12noon 1pm-7pm	Closed	9am-12noon 1pm-4pm	Closed	10am-1pm

Table 3

Option B Recommended	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Central Library* (37 hours)	10am-5pm	10am-7pm	Closed	10am-7pm	10am-5pm	10am-3pm
Caversham Library (27 hours)	Closed	9am-5pm	Closed	1pm-7pm	9am-5pm	10am-3pm
Battle Library (22 hours)	Closed	1pm-7pm	Closed	9am-5pm	9am-12noon	10am-3pm
Tilehurst Library (22 hours)	9am-5pm	9am-12noon	Closed	1pm-7pm	Closed	10am-3pm
Palmer Park Library (16 hours)	Closed	9am-12noon 1pm-5pm	9am-12noon	9am-12noon 1pm-4pm	Closed	Closed
Southcote Library (min 21 hours)*	Closed	9am-12noon 1pm-7pm	Closed	9am-12noon 1pm-4pm	9am-12noon	10am-1pm
Whitley Library (18 hours)	Closed	9am-12noon 1pm-7pm	Closed	9am-12noon 1pm-4pm	Closed	10am-1pm

\* For Southcote the 'opening hours' shown are the minimum access times when a Library Assistant will be employed and available on site. Self service kiosks could allow access outside these times when the building is open.

- 6.12 As currently, opening hours will continue to be monitored and changes may be made as and when required without further consultation. Books and other items can be ordered, collected from and returned to any service point as currently. Reservations can be made online 24 hours a day, 7 days a week or over the phone via their branch when open and whenever Central Library is open (calls will be diverted from a branch when closed to Central Library).
- 6.13 The proposed revised service offer is summarised below:
- 6.14 Central Library: opening hours - 37 per week The toy library, which is cost neutral, is moving to Central Library under changes agreed as part of the 2016/17 change programme - moving from the current Southcote site. A book drop facility is already available at this library so that books can be returned outside of opening hours.
- 6.15 Caversham: opening hours - 27 per week. A book drop facility will be installed outside the library so that books can be returned outside of opening hours.
- 6.16 Battle and Tilehurst: opening hours - 22 per week; collocating partners allowing single staffing Space in both of these libraries will be leased to third parties to enable a reduction to single staffing if possible, to allow a partner agency presence in the buildings during opening times, with associated risk assessment. The service will aim to secure partners which will enhance the overall service offer through delivering against wider corporate objectives.
- 6.17 As reported to Policy Committee in February, following an evaluation exercise in line with the Third Sector Premises Policy, it was proposed that Age UK Reading would be granted a Lease of the first floor of Tilehurst Library, contributing to running costs; providing a presence during library open hours; plus sharing use of parts of the ground floor in order to offer services to local people. Age UK Reading have since withdrawn their interest. Officers continue to seek to lease the top floor of Tilehurst library to facilitate colocation and single staffing.
- 6.18 The formal process of appraising submissions of interest for Battle Library has not yet begun, as extension of the library will not be completed until Spring 2019. The additional space will afford separate access to a new community space for local groups to hire.
- 6.19 A book drop facility will be installed outside these libraries so that books can be returned outside of opening hours.
- 6.20 Whitley: opening hours - 18 per week. The Library has now moved to the South Reading Community Hub providing a bright and welcoming newly refurbished local facility.
- 6.21 Southcote: opening hours -21 per week. No change. Southcote Library will move to the extended community centre this year to form a new 'hub' with an already agreed reduction to library staffing. The hub will have one reception and flexible staffing cover with Children's Centre and Library Service staff on site. Opening hours will not therefore be reduced in this location, but staffing arrangements are likely to be reviewed once the hub is live.
- 6.22 Palmer Park: opening hours- 16 hours per week. Palmer Park library will continue to be operated in partnership with Reading College - there will be one

member of library staff on duty with College staff and students on open days in term time. Outside of this, during the college holiday times, the library will remain open for the same hours, managed by 2 members of Reading libraries' staff.

- 6.23 The library will only open at times when the College are present, removing evening and Saturday opening.
- 6.24 Contextually, Palmer Park catchment area has a population of 9,052 - one of the smallest across the network and comprising 6% of Reading's population (data is per 2011 Census - the latest available at this level of granularity). There were 420 active users of the branch from the Palmer Park catchment in 2017/18, and in total 1,120 active users. There were 45 respondents to the consultation survey from the catchment (7% of all respondents). The numbers of issues are illustrated below for the last financial year:

Issues 2017/18	Adult stock	Children's stock	Other stock
Palmer Park	6,401 (29%)	15,385 (68%)	687 (3%)

- 6.25 Palmer Park library is 1 mile from Central Reading, a 20 minute walk from the Central Library and is within a few minutes of the 13/14/17/4/X4 bus routes. Around 60% of Palmer Park Library's users also use Central and other libraries. Palmer Park is the bottom ranked library in the prioritisation matrix referred to at paragraph 4.11 of this report. Whilst there is a cost to travel by bus if this is necessary for a customer, it might reasonably be assumed that many service users will periodically visit the town centre for other reasons and hence an additional journey may not be necessitated to visit Central Library.
- 6.26 There is a recognition that access to the local branch will be reduced for this location and, whilst it is considered that reasonable access is still afforded to the service overall, mitigations have been considered to seek to lessen this impact and optimise access for all across the community. These are set out below at paragraphs 6.27-6.31.
- 6.27 Books and other items can be reserved 24/7 online from the libraries catalogue. Books can also be ordered over the telephone or in any branch (and collected at another).
- 6.28 A book drop facility will be installed outside the library so that books can be returned outside of opening hours. Additionally, at the nearby Palmer Park Leisure Centre a small book collection point will be installed together with a self-service kiosk so that customers can collect items (ordered online or over the phone) and return items outside of opening hours.
- 6.29 There is currently a 50p charge for requests for stock out of catchment (from another branch). Consideration has been given to not applying charges for customers of Palmer Park library. Unfortunately, however, the current Library Management IT system does not enable differential charging on this basis but this is something that the service will continue to investigate.
- 6.30 As is noted in the EIA appended, e-books and e-magazines can be borrowed 24/7, free of charge, for 21 days from Reading's 'e-Library' - this offers a growing range



of fiction, non-fiction and children's books available to read online, on a smart-phone or tablet and some e-readers. E-borrowing is on track to be comparable with levels of borrowing at one of our smaller branches by the end of the year. Citizenship study guides and practice tests, as well as language courses can now be accessed online, 24/7 and free of charge. The service will continue to develop the online offer, including through collaboration with other library services in order to widen selection and purchase at reduced cost.

- 6.31 In addition, the mobile and home library service visits individuals around the Borough who are elderly or housebound. It also provides a very small number of public stops at points which are the greatest distance from library buildings, providing books in a range of formats (large print/audio) and the facility to order a book or other items. The stock for this service is adult based, with a greater proportion of audio and large print than other libraries. In the coming year the mobile library service will be reviewed and consideration can be given to including a public stop in the East Reading area. However, implementing any additional stops will necessitate ceasing public stops elsewhere. The stock available on the mobile library is also necessarily limited.
- 6.32 Community Extending Opening Hours Finally, for any branch, should an organisation come forward with proposals to utilise the building and potentially enable access to the service *outside* of core operating hours, this would be explored further as an option to optimise use of the library buildings for the community. Proposals may be subject to further approval by members and subject to compliance with the Council's legal duties.

## 7. CONTRIBUTION TO STRATEGIC AIMS

- 7.1 This report directly contributes towards the achievement of the following Corporate Plan priorities:
- ensuring there are good education, leisure and cultural opportunities for people in Reading; and
  - ensuring the Council is fit for the future.

## 8. COMMUNITY ENGAGEMENT AND INFORMATION

- 8.1 As outlined in section 5 and Appendix 1, a full public consultation has been undertaken in the development of the recommendations outlined in this report.
- 8.2 Pending Policy Committee endorsement of the recommendations outlined in this report, further communications and engagement of stakeholders will be required in order to publicise changes to be made to the library service, including timescales for implementation.
- 8.3 The programme of implementation would begin immediately should the recommendations laid out in the report be endorsed by Committee and following a staff consultation. Communications regarding any changes made would include a

press release, online publicity, e-communications and publicity materials in libraries and other public buildings.

## 9. EQUALITY IMPACT ASSESSMENT

9.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

9.2 Relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

9.3 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

9.4 As outlined in the Equality Impact Assessment attached at Appendix 3, it is considered that recommended changes to the library service are likely to result in some negative impacts upon groups with relevant protected characteristics, the conclusion of which is summarised as follows:

9.5 The proposal regarding Palmer Park library means that neither weekend or evening opening will be offered. This does mean that there is an impact on some young users and reduced availability outside of school and weekday working hours. This can be mitigated to some extent as above in sections 6.27-6.31.

9.6 All other sites, whilst having fewer hours overall, maintain levels of opening on different days, including an evening, some after school and some Saturday hours.

9.7 Mitigation measures, as listed above, have also been designed in order to avoid or reduce any differential impacts.

## 10. LEGAL IMPLICATIONS

10.1 Local Authorities have a statutory duty under the 1964 Public Libraries and Museums Act ‘to provide a comprehensive and efficient Library Service for all persons’ in the area that want to make use of it (section 7), taking into account local needs and resources. Furthermore, local councils must:

- have regard to encouraging both adults and children to make full use of the Library Service (section 7(2)(b))
- lend books and other printed material free of charge for those who live, work or study in the area (section 8(3)(b))
- keep adequate stocks for borrowing/reference ‘sufficient in number, range and quality to meet the general requirements and any special requirements both of adults and children’

10.2 It is the statutory duty of the Secretary of State for Culture, Media and Sport to superintend, and promote the improvement of, the public Library Service provided by local authorities in England and secure the proper discharge by local authorities of the functions in relation to libraries conferred on them as library authorities. The Secretary of State has a statutory power to intervene when a library authority fails (or is suspected of failing) to provide the required service (section 10). He/she will only intervene after careful consideration of local authorities’ compliance with the terms of the 1964 Act. This power to intervene has been utilised on only one occasion since 1964, with a public inquiry on the Wirral in 2009.

10.3 In October 2014, the Secretary of State, following receipt of a complaint in regards to Sheffield Library Service, issued a ‘minded to’ letter in October 2014, and in March 2015 issued a final decision letter. The decision letters cited the following observations of Ouseley J in *Bailey v London Borough of Brent* [2011] EWHC 2572 (Admin):

*A comprehensive service cannot mean that every resident lives close to a library. This has never been the case. Comprehensive has therefore been taken to mean delivering a service that is accessible to all residents using reasonable means, including digital technologies. An efficient service must make the best use of the assets available in order to meet its core objectives and vision, recognising the constraints on council resources. Decisions about the Service must be embedded within a clear strategic framework which draws upon evidence about needs and aspirations across the diverse communities of the borough.*

10.4 The letters also noted the view that:

- a wide range of approaches are open to the local authority when deciding how to provide a comprehensive and efficient Library Service
- the Secretary of State does not seek to proscribe how local authorities discharge their primary duty.

10.5 In determining whether to order an inquiry, the Secretary of State gives consideration to a number of factors, including:

- whether there is any serious doubt or uncertainty as to whether the local authority is (or may cease to be) complying with its legal obligation to provide a comprehensive and efficient Library Service
- whether the local authority appears to be acting in a careless or unreasonable way
- whether the decision is or may be outside the proper bounds of the local authority’s discretion, such as a capricious decision to stop serving a particularly vulnerable group in the local community
- whether the local authority appears to have failed to consult affected individuals or to carry out significant research into the effects of its proposals
- whether the local authority has failed to explain, analyse or properly justify its proposals

- whether the local proposals are likely to lead to a breach of national library policy
- the advantages of local decision making by expert and democratically accountable local representatives
- whether there is any further good reason why a local inquiry should be ordered

10.6 The Secretary of State also noted that, as confirmed by the High Court in *R (Green) v Gloucestershire City Council* [2011] EWHC 2687 (Admin):

*The availability of resources is highly material to the question of what constitutes a comprehensive and efficient library service. The section 7 duty cannot be exempt or divorced from resource issues and cannot in law escape the reductions which have been rendered inevitable in the light of the financial crisis engulfing the country.*

10.7 The principles established in *R v Brent LBC ex parte Gunning* [1985] 84 LGR 168 require: (i) consultation to take place at a time when proposals are still at a formative stage; (2) the proposer to give sufficient reasons for any proposal to enable intelligent consideration and response; (3) adequate time for consideration and response; and (4) the product of consultation to be conscientiously taken into account in finalising any proposals.

10.8 Most challenges in this area have centered around a failure to comply with the public sector equality duty under section 149 of the Equality Act 2010 detailed at paragraph 9 of this report. To reiterate, public authorities, including the Council, in exercising their functions must have due regard in relation to those having a specified 'protected characteristic' to the need to eliminate discrimination, harassment and so on, advance equality of opportunity and foster good relations between those with and without protected characteristics. Section 149 requires a conscious directing of the mind to the equalities implications of the recommendations being considered in this report by decision-makers together with careful consideration of the impacts of the decision on protected groups, including any mitigation measures put forward to address adverse effects.

## 11. FINANCIAL IMPLICATIONS

11.1 In the 19 February 2018 Policy Committee report, £217,000 was identified as a desired net saving for the current library service review, in advance of and subject to the outcome of public and staff consultation. The proposed changes to opening hours account for £72,000 of this savings total. The remainder of the saving will be delivered through the following measures agreed at Policy Committee in February 2018:

- Co-location of external agencies at Battle Library and reduce to single staffing (once an extension to the building has been completed)
- Co-location of external agencies at Tilehurst Library and reduce to single staffing, using ancillary office and storage space
- Remove 0.5 FTE Business Support post (subject to staff consultation)
- Remove 1.0 FTE Digital & Volunteer Lead post (subject to staff consultation)
- Reducing library stock fund to reflect lower levels of usage at libraries
- Other internal management changes

- 11.2 As outlined above, public consultation has now been completed. This saving amount is considered achievable, although the implementation of changes to opening hours with associated saving means less saved in 2018/19 and more in 2019/20.

Savings and timescales for implementation

Base (18/19 budget)	Exp. (Gross)	Income	Net.
LIBRARY SERVICE (excluding support costs)	£1.239m	£0.203m	£1.036 m

	2018/19	2019/20	Total Full year effect
TOTAL ANNUAL SAVING PROPOSED	125,000	92,000	£217,000

- 11.3 Note - The saving forecast is based on a budget rebuild which:
- a) Is based on a proposed new staffing structure to support the recommended service offer from 1 October 2018 (subject to staff consultation).
  - b) Has taken into account cost changes approved at the last Policy Committee meeting such as a reduced bookfund.
  - c) Includes revenue savings in respect of premises where assets are released (as previously agreed by Committee).
  - d) Excludes variable reactive repairs costs for a branch (excluding Central Library) at average circa £4,000 per annum or estimated capital maintenance liabilities avoided. These are not funded through the Library Service budget.
- 11.4 Pending the approval of Policy Committee, and staff consultation, the aim of the service would be to change opening hours as per table 3 in section 6 of this report from 1 October 2018.

Staffing Impact (all changes included)

- 11.5 The savings linked to the reduction of opening hours assume reduced staffing levels in Battle, Caversham, Central, Palmer Park, Tilehurst and Whitley libraries. A new service model including reductions in core staffing at Central Library and reduced opening hours across the network will necessitate a staff restructure and consultation.
- 11.6 The Library Service currently employs a high number of part-time employees

No. of current establishment staff 1/4/18: 37  
 Full time establishment equivalent: 27.6

- 11.7 A staff restructure of the service will be required to deliver savings. The new structure will be subject to a 30-day staff consultation, which can start in July, recognising that this is the busiest time of year for the service and leave levels are higher.
- 11.8 The current modelling of a proposed structure is likely to mean a reduction in FTEs of c4.9. There are currently c3.2FTE vacancies in the structure. However the rotas and small number of full time staff mean that most staff will be impacted. The service, in line with the employee stability agreement, will seek to minimise the disruption caused.
- 11.9 The consultation period will further refine what is proposed with staff input. The reduced staffing is a function of:
- a) Reductions in opening hours at 6/7 sites
  - b) Introduction of lower staffing levels at 4/7 sites due to colocation
  - c) Reduction in development team and capacity
  - d) Reduction in business support team.
- 11.10 This means that staffing costs will change as follows (excluding central growth, assuming changes made 1 October and subject to consultation):

2017/18 base (£)	2018/19	2019/20
904,600	829,100	753,600

- 11.11 If the service model is approved then a staff restructure, in accordance with RBC processes, would follow.

Capital Funding Implications:

- 11.12 Capital funding of circa £10,000 will be required to implement bookdrop facilities at 4 branch libraries and the cost of a self-service kiosk to be installed at Palmer Park leisure facility - both of these to mitigate against the impact of reduced opening hours.

Financial Impact of Proposals

- 11.13 Reading's 2017/18 spend compared against other services using the most recent data available (2017/18 estimates from CIPFA) indicate Reading's net spend per thousand population excluding overheads was £9,140 for the last financial year - 25<sup>th</sup> of 44 English unitary authorities (the average for an English unitary for 2017/18 was £9,869).
- 11.14 The proposed reductions would indicate that Reading's net spend per thousand population would be approximately £8,500 per thousand population after these changes. This would, based on 17/18 data, place Reading 33<sup>rd</sup> of 44 English unitary authorities, although further changes to other authority budgets cannot be predicted.

**12. BACKGROUND PAPERS**

- 12.1 Report to Policy Committee: Proposed Service Offers and Budget Proposals 2016-19 to Narrow the Budget Gap (20 July 2015)
- 12.2 Report to Policy Committee: Library Service Review (8 October 2015)

- 12.3 Report to Policy Committee: Proposed Service Offers and Budget Proposals 2016-19 to Narrow the Budget Gap - Consultation (30 November 2015)
- 12.4 Report to Policy Committee: Library Service Review (15 February 2016)
- 12.5 Documentation as part of Library Consultation at <https://consult.reading.gov.uk/css/your-library-services-your-say/>

## Appendix 1

### 2018 Consultation: Results and Feedback

#### 1. Introduction

This report presents the findings of the 2018 consultation ‘Your Library Service. Your Say’.

#### Consultation background

On 19<sup>th</sup> February 2018, Policy Committee authorised public consultation on proposals to reduce opening hours at six of the seven libraries in Reading.

Public consultation on the proposals began on 21<sup>st</sup> February 2018 and ran for a period of four weeks ending on 21<sup>st</sup> March 2018. The purpose of the consultation was to inform the public about the library service proposals including why they were being considered and to obtain views and feedback in relation to them.

The Council wanted to understand the possible impact of the proposals and, where identified, and to the extent possible, how any negative impacts could be reduced, avoided or overcome.

The public was invited suggest alternative ways in which the Council could deliver the desired level of savings.

#### 1.1 Consultation documentation

A comprehensive consultation document was published combining a questionnaire with background information on the review and proposals. This was made available online (at [www.reading.gov.uk/libraryreview2018](http://www.reading.gov.uk/libraryreview2018) and in hard-copy at libraries.

The online survey and hard-copy consultation document were accompanied by a detailed information pack. This information pack included the following:

- Policy Committee Report on the Library Service Proposals (19 February 2018);
- an updated Prioritisation Matrix for the Service 2018/19, using the same methodology as the previous Prioritisation Matrix, with updated/projected information;
- a full list of proposals for the Library Service for 2018/19; Strategic Vision document for service;
- Equality Impact Assessment for the proposals; and
- documentation from the 2016 library review and associated consultation.

For those who did not wish to complete the paper or online questionnaire, email and postal addresses were provided to allow for general responses.

#### 1.2 Promotion



Awareness of the consultation was created through a variety of means, in order to ensure that as many people as possible were able to contribute their feedback on proposals, possible means of reducing negative impacts of proposals, and alternative options for achieving savings.

The consultation was promoted in the following ways:

- distribution of posters and leaflets to all libraries in the Borough;
- distribution of consultation documents and information packs across libraries in the Borough;
- emails to around 10,500 library users who had used the library service in the last 12 months and whose email address was known to the Council;
- emails to stakeholders in the library service, including partners based in library premises, schools, colleges, umbrella organisations in the voluntary and community sector. Information was sent out drawing attention to the consultation to the groups who were engaged last time in 2016.

The list of those groups sent details is :

- Youth Services for Youth Parliament (not currently active in Reading)
- All primary and secondary schools in Reading
- Reading Voluntary Action
- Older People's Working Group
- Talkback Reading for Mental Health Working Group
- ACRE
- Central library floor 3 'Elevate Hub' partners
- Berkshire Family History Society (based on floor 2 at Central library)
- Unison
- Activate Learning, who operate Reading College and are partners in running Palmer Park library
- information provided to the local and regional media in the form of press releases, in order to help them cover the consultation.
- a link to the library review consultation was placed within the library website for the duration of the consultation;
- The library services Facebook and Twitter accounts were used to signpost people to the consultation information and questionnaire.

### 1.3 Who responded?

The consultation invited both library users and non-library users to take part in order to obtain a variety of feedback.

A total of 1333 responses were received:

- 1308 surveys
- 22 emails
- 3 formal responses

8 drop-in sessions with the Library Services Manager were held across all libraries in Reading, including weekday mornings and afternoons plus one evening. A total of 30 members of the public were engaged with at these sessions.

Population of Reading Borough (mid year estimate 2017)	162,666
Unique users of Reading Borough Libraries (2017/18)	24,182 (14.9% of population)
Number of consultation responses from individuals	1,308 (0.8% of population) (5.4% of unique users)

The main themes emerging from survey responses, emails, letters, focus groups and hubs exhibitions are summarised in this report.

#### 1.4 Analysis of responses

The use of the online Reading Borough Council consultation portal meant that we were able to analyse the responses in-house. The Library Services Manager has reviewed every comment received in order to understand and categorise responses. This has amounted to over 5,000 comments across the consultation responses.

### 2. Respondents

In order to have feedback from as many people as possible, the consultation form was made available to all, rather than solely to a statistically representative group. As a result of this, the response has been higher from some groups than others.

The feedback captured therefore should be seen in the context of ‘those who responded’, rather than reflective of the demographic make-up of the wider community. It is for this reason that care must be taken not to generalise the figures within this report, and only use the results as a guide to aid further development of recommendations by showing how changes may affect residents, customers and stakeholders.

The information below provides an overview of the demographic make-up of respondents and, where possible, how this compares with residents in Reading.

#### 2.1 Gender

Table 1 shows that, as with previous consultations, a higher proportion of females responded to the consultation than is reflected in the resident population data.

2018	Survey response (%)	Reading resident population (2011 census) (%)
Base (respondents)	1308	155,700
Female	51%	50%
Male	21%	50%
Prefer not to say	1%	
Not answered	26%	

Table 1: Survey respondents and Reading residents by Gender

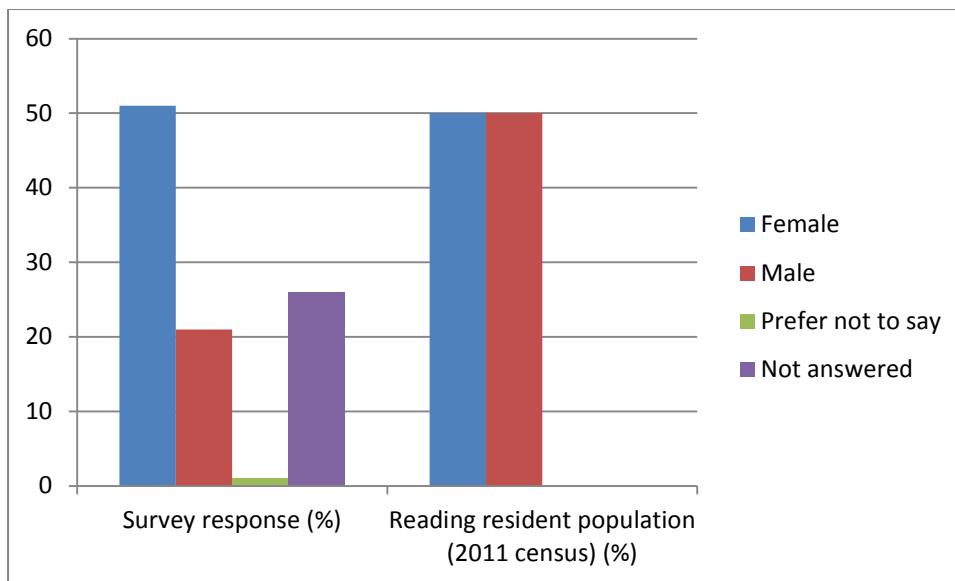


Figure 1: Survey respondents and Reading residents by Gender

## 2.2 Age

The Table 2/Figure 2 show that a higher proportion of respondents aged 65 or over responded to the consultation than is reflected in the resident population data, and a much lower proportion of under 25 year olds. Consultation responses were therefore over-representative of the views of adults and older people.

2018	Survey response (%)	Reading resident population (2011 census) (%)
Base (respondents)	1308	155,700
Under 25	1	36.94%
25-64	50	53.67%
65+	22	9.39%
Not answered	27	

Table 2: Survey respondents and Reading residents by Age Group

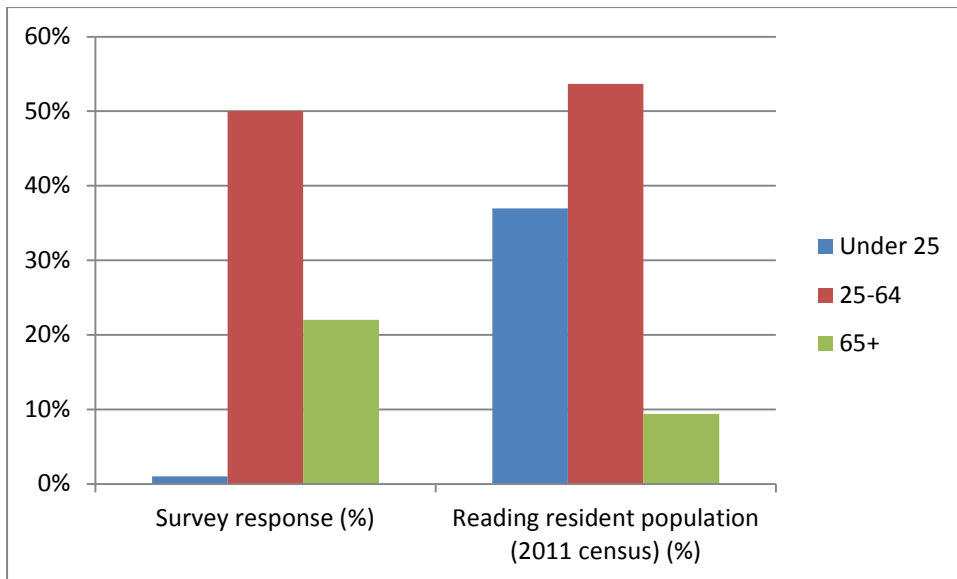


Figure 2: Survey respondents and Reading residents by Age Group

Amongst respondents to the survey, respondents from the age groups 65-74 and 35-44 (approx. 21% of respondents in each band) were most common. Considerably fewer responses were received from the 0-14, 15-24 and 85 and over age groups.

Figure 3 below shows the number of respondents by age and gender, removing any from unknown/not given/prefer not to say categories.

Age	Male	Female	Total
0-14	2	0	2
15-24	1	10	11
25-34	19	92	111
35-44	49	170	219
45-54	41	102	143
55-64	51	116	167
65-74	79	124	203
75-84	30	45	105
85+	4	3	7
Total	276	662	938

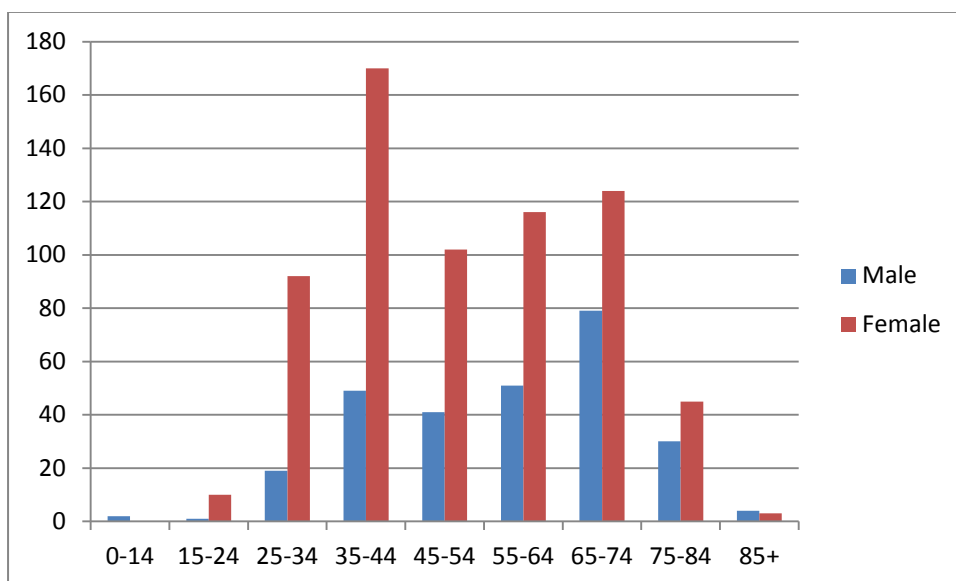


Figure 3: Survey respondents by Age Group and Gender

From this it is apparent that the greatest proportion of women responding to the consultation were aged 35-44, and the greatest proportion of men were aged 65-74. This is the same as 2016. The number of female respondents for each age group also exceeded the number of responses received from men, except at the top and bottom of the scale. These figures only include responses where we have an age given.

Respondents were also asked if they visit the library with, or on behalf of, any other groups. 303 respondents to the survey (41% of all respondents) indicated that they visit the library with, or on behalf of, children and young people aged 0-18. This is above the Borough average of households with dependent children of all ages (30.08%). 151 respondents (15%) also indicated that they visit the library with, or on behalf of, older people.

Table 4 below provides a breakdown of responses:

2018 Age group	% of respondents
Children aged 0-5	18%
Children aged 6-12	17%
Children aged 13-18	6%
Older persons	9%
Persons with disabilities	3%
Other*	3%
None / No response	60%

Table 4: Age Groups of individuals that Survey respondents reported visiting libraries with, or on behalf of

## 2.3 Ethnicity

Table 5 / Figure 4 show that there were a higher proportion of ‘White British / Other White’ respondents to the consultation than is reflected in the resident population data, and a notable under representation of Asian/Asian British and Black/African/Caribbean/Black British respondents. To allow a better comparison, the table below includes responses where a response was given. The figures are in line with the response received at the last consultation.

2018	Survey response (%)	Reading resident population (2011 census) (%)
Base (respondents)	876	155,700
White British / Other White	90%	74.8%
Mixed / multiple ethnic groups	2%	3.9%
Asian / Asian British	6%	13.6%
Black / African / Caribbean / Black British	2%	7.7%
Other ethnic group/	1%	0.9%

Table 5: Survey respondents and Reading residents by Ethnicity

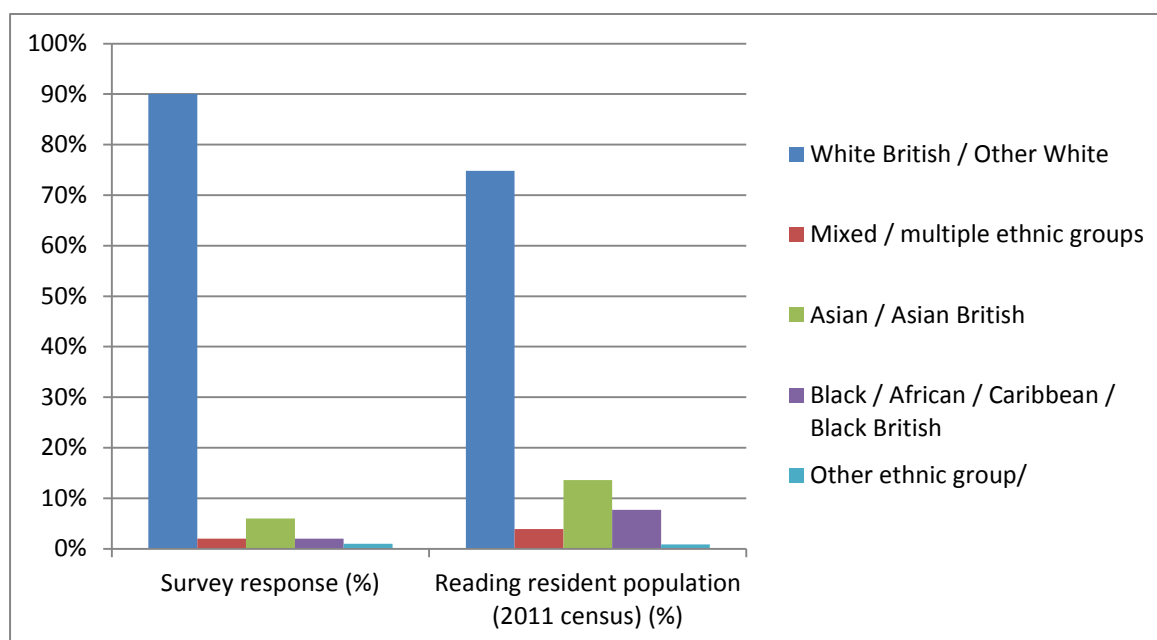


Figure 4: Survey respondents and Reading residents by Ethnicity

## 2.4 Disability or health problems

Although we do not have directly comparable figures for disability, Table 6 below shows the numbers of respondents reporting to have a disability, against those reporting in the 2011 census that their day to day activities are limited by a

disability. To allow a better comparison, the table below includes responses where a response was given.

2018	Survey response	Reading resident population (2011 census)
Base (respondents)	901	155,700
Disabled respondents	14%	12.9% have a Limiting Long-Term illness
No disability	86%	87.1%

Table 6: Survey respondents and Reading residents reporting a Disability

The proportion of respondents with a disability is higher than the Borough average, and this may also be linked to the over representation of older people responding to the survey.

Where respondents were asked in the survey if they visit the library with, or on behalf of, any other groups, 35 respondents (3% of all respondents) also indicated that they visit the library with, or on behalf of, disabled persons. This indicates that further indirect use of and reliance on library services by disabled persons may be masked to some extent.

Respondents were also asked for further information about the nature of their disability or illness. Figure 5 provides a breakdown of the disabilities reported by respondents to the consultation.

2018	Of the 901 giving a response to this question
Mobility	4%
Hearing	5%
Eyesight	3%
Difficulties with hands	1%
Learning	1%
Mental health	3%
Other	1%

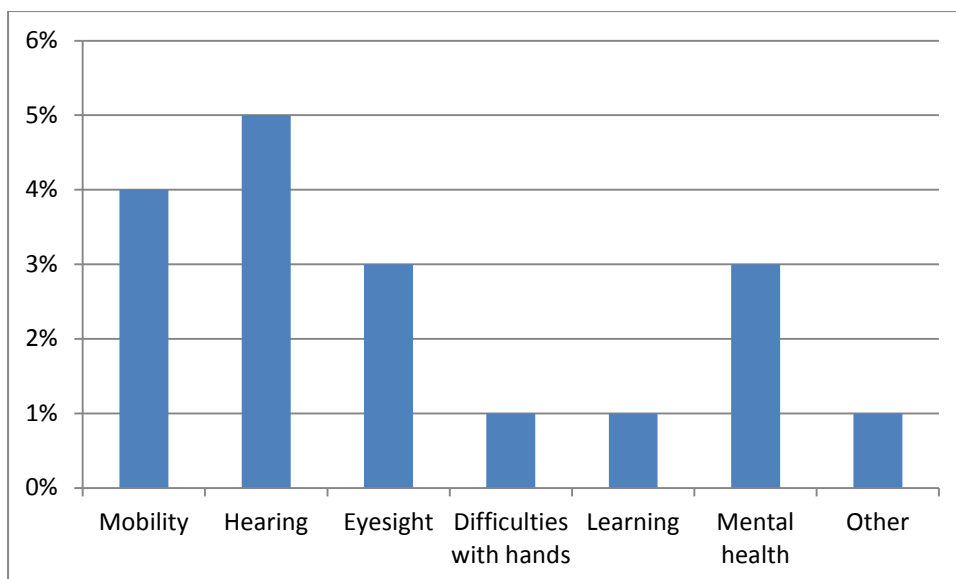


Figure 5: Survey respondents by Disability

## 2.5 Employment

Table 7 shows that there is a significant under-representation of residents in full-time employment amongst respondents to the consultation, and a significantly higher proportion of retired respondents than is reflected in the resident population. Residents in part-time employment and those looking after the home or family are also represented to a greater extent than in the resident population, whilst residents that are studying, unemployed or not in work due to long-term sickness or a disability are underrepresented. To allow a better comparison, the table below includes responses where a response was given.

2018	Survey response (%)	Reading resident population (2011 census) (%)
Base (respondents)	959	155,700
Employed - Full-time	30%	44.6%
Employed - Part-time	17%	11.9%
Self-employed	8%	7.9%
Full-time education	1%	5.0%
Unemployed	2%	4.6%
Retired	31%	8.6%
Looking after home or family	8%	4.6%
Long-term sick or disabled	1%	2.8%
Other*	2%	

Table 7: Survey respondents and Reading residents by Employment Status

\*'Other' responses included:



- Caring responsibilities
- Semi-retired
- Parental leave
- Working and studying part time

The employment status of respondents broadly reflects the age profile shown above.

#### 2.6 Response rate by area

906 (69%) of respondents gave their postcode.

650 of these postcodes were matched to library catchments (some postcodes were out of borough or do not show as a match to known postcodes)

Table 8 shows the distribution of responses from across the borough. This shows a significantly higher proportion of respondents from the Caversham Library catchment area than is reflected in the resident population data, or than is reflected in the proportion of library visits. The table also shows a significant under representation of respondents from the Central Library catchment areas.

Library catchment	Population of catchment area (2011 Census)	% of Reading population	Number of respondents from catchment (postcodes)	% of respondents from catchment	Difference between percentage of population and responses	% of actual library visits by branch (2017/18)
Central	46,482	30%	133	20%	-10%	54%
Battle	17,847	11%	62	10%	-1%	9%
Caversham	31,734	20%	269	41%	+21%	17%
Palmer Park	9,052	6%	45	7%	+1%	4%
Southcote	8,548	5%	20	3%	-2%	4%
Tilehurst	18,398	12%	76	12%	0%	9%
Whitley	23,637	15%	45	7%	-8%	3%

Table 8: Survey response rates by Catchment Area

## 2.7 Religion

Respondents were asked for information regarding their religious beliefs and sexual orientation to inform an assessment of the impact of any proposed changes to library services on groups with this protected characteristic. To allow a better comparison, the table below includes responses where a response was given.

2018	Survey response (%)	Reading resident population (2011 census) (%)
Base (respondents)	932	155,700
Buddhist	1%	1%
Christian	48%	50%
Hindu	2%	4%
Jewish	1%	0.2%
Muslim	1%	7%
Sikh	1%	1%
No religion	30%	30%
Prefer not to say	14%	7%
Other	2%	1%

## 3.8 Sexual orientation

Respondents were asked for information regarding their sexual orientation to inform an assessment of the impact of any proposed changes to library services on

groups with this protected characteristic. The table below includes responses where a response was given. There is no Census information to provide any comparison.

2018	Survey response (%)
Base (respondents)	912
Bisexual	1%
Gay/lesbian	1%
Heterosexual/straight	80%
Prefer not to say	16%
Other	1%

### 3. Library Use

As outlined earlier in this report, in order to allow everyone who wished the opportunity to contribute, feedback was not sampled. As a result of this, the response has been higher from users of some libraries than others.

The feedback captured therefore should be seen in the context of ‘those who responded’, rather than reflective of Reading’s library users. It is for this reason that care must be taken not to generalise the figures within this report, and only use the results as a guide to aid further development of recommendations by showing how changes may affect residents, customers and stakeholders.

The information below provides an overview of the library use of respondents and, where possible, how this compares with visits data.

### 3.1 Use and non-use

The survey asked ‘Have you used the library service in the last 12 months?’. 899 (80%) of respondents answered this question. 99% of respondents answering the question identified themselves as users of the library service, while the remaining 1% did not.

### 3.2 Primary library used

Respondents that use the library service were asked to state which library they use most often, and how frequently.

The Table 9 below (and Figure 6 overleaf) show the primary libraries used by respondents.

2018	Number of respondents	% of respondents	% of library visits by branch, exc Mobile (2017/18)
<b>Base</b>	899		515,409 visits
<b>Central Library</b>	208	34%	54%
<b>Battle Library</b>	67	7%	9%
<b>Caversham Library</b>	276	31%	17%
<b>Palmer Park Library</b>	61	7%	4%
<b>Southcote Library</b>	28	3%	4%
<b>Tilehurst Library</b>	120	13%	9%
<b>Whitley Library</b>	40	4%	3%
<b>Mobile Library</b>	1	0%	
<b>Other*</b>	4	0%	

Table 8: Primary libraries used by respondents and 2017/18 library visits

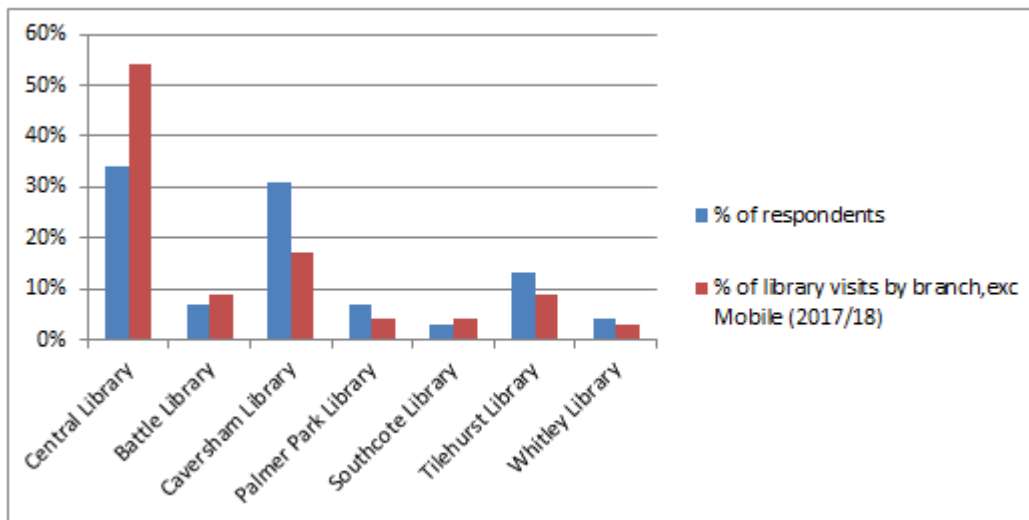


Figure 6: Primary libraries used by respondents and 2017/18 library visits

\*Respondents selecting the field 'Other' did not always specify which libraries they used.

As shown from the above, Caversham Library was the preferred library of the majority of respondents, thereby conflicting with patterns of library use which show Central Library as the most frequently visited.

When asked how frequently they visited their preferred library 899 of the respondents answered this question, with 14% indicating that they visit more than once a week, 24% reported using the service weekly, 28% fortnightly, 23% monthly and 12% less than monthly.

The reported frequency of visits to each of the branch libraries by respondents is broken down in Figure 7 overleaf.

2018 – to form table below	CEN	BAT	CAV	PAL	SOU	TIL	WHI	Tot
>1/week	42	10	41	7	2	15	5	122
Weekly	70	28	48	23	6	26	13	214
fortnightly	91	13	82	11	9	36	8	250
Monthly	65	12	71	13	9	24	9	203
<monthly	38	4	34	8	2	19	5	110
<b>Total</b>	<b>306</b>	<b>67</b>	<b>276</b>	<b>62</b>	<b>28</b>	<b>120</b>	<b>40</b>	<b>899</b>

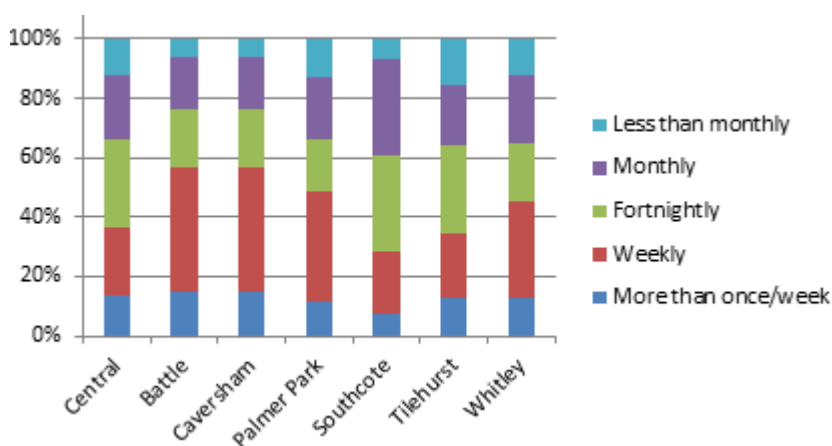


Figure 7: Frequency of library use by respondents for the primary library use

### 3.3 Multiple library use

Respondents that use the library service were also asked to state which, if any, other libraries they also visit, and how frequently. Multiple libraries could be marked.

Table 9 below (and Figure 8 overleaf) show the other libraries also used by respondents.

2018	Number of respondents	% of respondents	% of library visits by branch,exc Mobile (2017/18)
Base	1308		515,409 visits
No response	479	37%	
No other library used / none	144	11%	
Central Library	497	38%	54%
Battle Library	143	11%	9%
Caversham Library	166	13%	17%
Palmer Park Library	84	6%	4%
Southcote Library	57	4%	4%
Tilehurst Library	112	9%	9%
Whitley Library	54	4%	3%
Mobile Library	5	0%	
Other*	28	2%	

Table 9: Additional libraries used by respondents and library visits

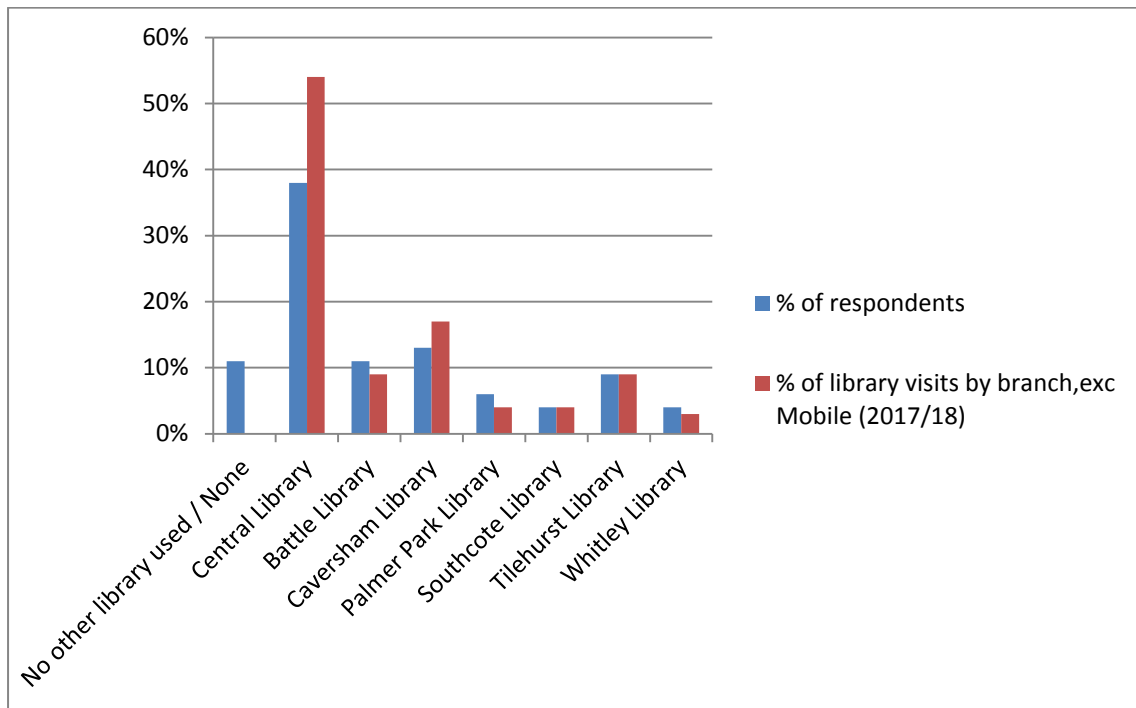


Figure 8: Additional libraries used by respondents and library visits

\*Respondents selecting the field 'Other' used libraries in neighbouring authorities (Wokingham, West Berkshire, Oxfordshire) London and the University of Reading Library.

In contrast to respondents primary library use, this pattern was more closely aligned with library visits data.

Table 10 below (and Figure 9) also show additional libraries used, broken down by the primary library used by respondents.

2018		Additional Libraries Used									
		Central Library	Battle Library	Caversham Library	Palmer Park Library	Southcote Library	Tilehurst Library	Whitley Library	No other	Mobile Library	Other
Primary Library Used	Central Library		19%	25%	18%	6%	13%	9%	14%	1%	4%
	Battle Library	72%		10%	3%	10%	30%	3%	10%	0%	3%
	Caversham Library	70%	7%		2%	2%	7%	1%	17%	1%	1%
	Palmer Park Library	73%	6%	13%		2%	0%	5%	21%	0%	0%
	Southcote Library	71%	32%	14%	7%		18%	11%	0%	14%	7%
	Tilehurst Library	59%	26%	8%	2%	8%		1%	21%	1%	3%
	Whitley Library	63%	5%	10%	13%	8%	3%		18%	0%	5%

Table 10: Additional Libraries used by Primary Library

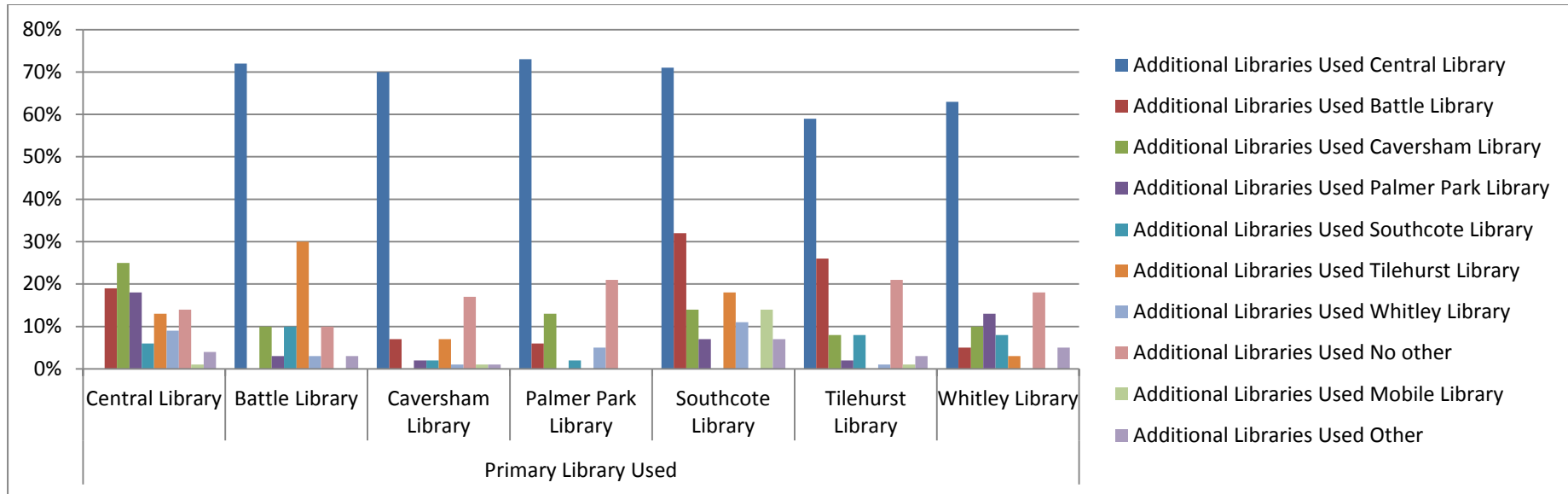


Figure 9: Additional Libraries Used, by Primary Library Used



When asked how frequently they visited their all other libraries visited, 777 respondents answered this question, with 2% indicating that they visit more than once a week, 5% reported using the service weekly, 8% fortnightly, 21% monthly and 64% less than monthly.

2018 – to form table below	CEN	BAT	CAV	PAL	SOU	TIL	WHI
>1/week	12	6	5	5	4	6	3
weekly	21	10	13	6	2	6	3
fortnightly	45	17	13	6	8	15	5
Monthly	116	42	50	22	11	35	13
<monthly	283	64	79	41	30	48	30
<b>Total</b>	<b>477</b>	<b>139</b>	<b>160</b>	<b>80</b>	<b>55</b>	<b>110</b>	<b>54</b>

The reported frequency of visits to each of the branch libraries by respondents is broken down in Figure 10 below and shows much less frequent use than by respondents of their primary library used.

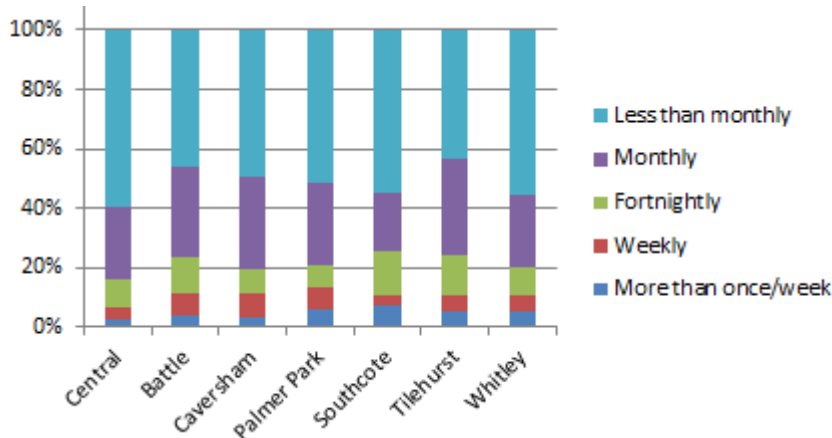


Figure 10: Frequency of library use by respondents for additional libraries used

**4. Proposals**

For each proposal, respondents were asked the question ‘Do you think this proposal will impact on you and your family?’ Answers for each of the proposals are shown in Table 11, Table 12, Figure 11 and Figure 12 below.

Table 11

2018 Proposal		Positive impact		Negative impact		No impact		Don't know		No response	
A	Caversham	19	1%	286	22%	356	27%	36	3%	610	47%
B	Palmer Park	5	0%	119	9%	173	13%	23	2%	987	76%
C	Central	20	2%	369	28%	212	16%	35	3%	671	51%
D	Tilehurst	12	1%	132	10%	215	16%	25	2%	923	71%
E	Battle	10	1%	140	11%	135	10%	22	2%	1000	77%
F	Whitley	12	1%	62	5%	166	13%	16	1%	1051	80%
	Total	78	1%	1,108	14%	1,257	16%	157	2%	5,232	67%

However, there is also a need to show the impact felt by respondents in relation to proposals for the library they use the most - so looking at data collected from those identifying a library as their main library used, numbers using the library and the impact felt, the results are as follows: (Percentages are of impact as proportion of those identifying library as main one used).

Table 12:

2018 Proposal		Catchment population	Active borrowers (17/18)	Active borrowers in catchment	Number respondents identifying as main library used	Positive impact		Negative impact		No impact		Don't know		No response	
A	Caversham	31,734	4,133	3,178 (10%)	276	4	1%	154	56%	102	37%	11	4%	5	2%
B	Palmer Park	9,052	1,120	420 (4.6%)	62	1	2%	42	68%	10	16%	4	6%	5	8%
C	Central	46,482	10,304	3559 (7.7%)	308	10	3%	189	61%	74	24%	13	4%	22	7%
D	Tilehurst	18,398	2,803	1192 (6.5%)	120	5	4%	58	48%	48	40%	3	3%	6	5%
E	Battle	17,847	1,989	916 (5.1%)	67	5	7%	50	75%	6	9%	3	5%	3	5%
F	Whitley	23,637	1,172	739 (3.1%)	40	3	8%	27	68%	10	25%	0	0%	0	0%
	Total				873	28	1%	520	60%	250	29%	34	4%	41	5%

Southcote is excluded from this table as a 'main' library as no proposals directly linked.)

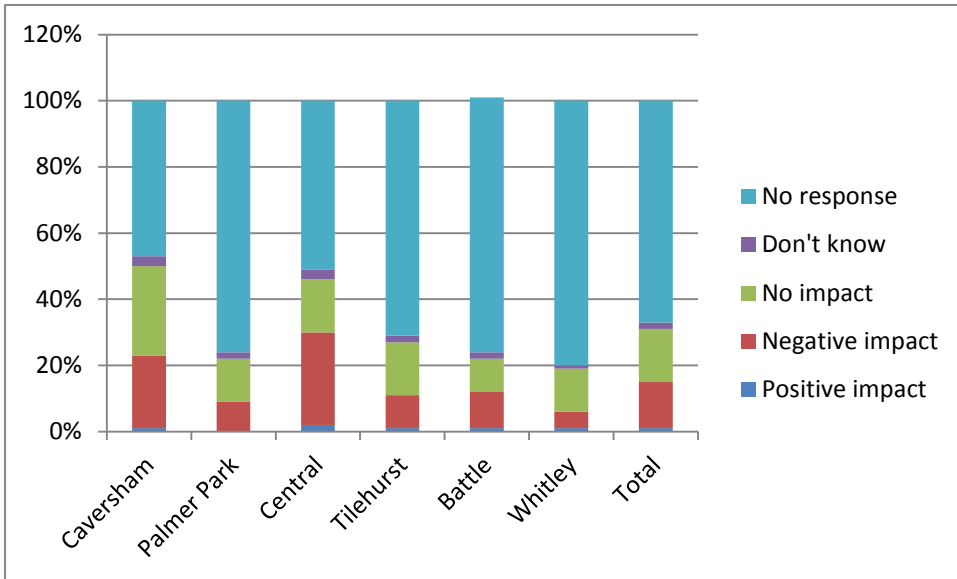


Figure 11: Impact of Proposals (based on all responses given)

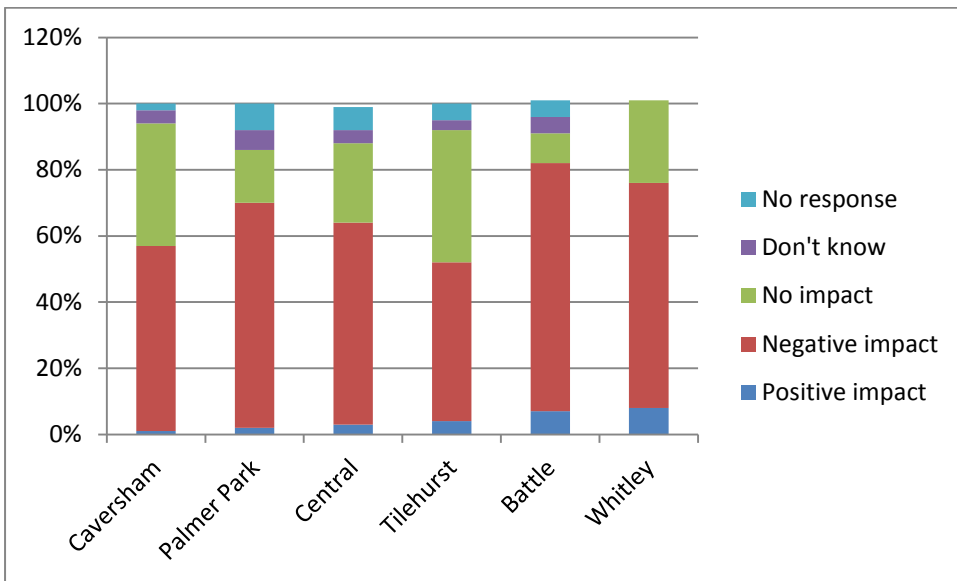


Figure 12: Impact of Proposals (based on response given to library proposal where respondent identified this as their main library).

803 (61%) respondents identified one or more of the proposals as having a potentially negative impact on them or their families.

When looking at responses given by those who identified a 'main' library understandably the results show a difference - with a range of 48%-75% of respondents citing a negative impact in respect of the proposals for their library. This higher number is to be expected as it only includes those who would definitely be using the library as their main library.

Where respondents had indicated that they or their family would be impacted by proposals, they were also asked to explain what impact the proposal would have on them and their family. 1,014 responses were received to this question across all proposals.

All comments were noted, if a respondent indicated more than one different area of concern, both are counted below.

The main themes emerging from responses were:

- Concerns about the impact of changes on children, young people and those in full time work or study, and having access on particular days
- Concern that reduced hours would reduce access to library services and therefore result in a reduction in use (especially amongst school aged children and working adults, based upon the illustrative opening hours presented to aid consultation which included later opening, earlier closing and additional days closed for some libraries), which it was feared would then be used as a pretext for further reductions
- Impacts on lost spontaneity of library visiting, as fewer hours means that visits have to be planned to fit in, rather than being in a locality and popping into the library
- Impact on rhymetimes and activities offered to children
- Concern over lower levels of ICT access
- Impact on locality (run down, loss of an amenity in area, target for crime)
- Some comments indicated that users would fit around hours and were pleased that libraries were not closing
- Some comments asked the Council and service not to carry out the changes
- Concerns over impact of reduced hours on staff
- Indications of preferences for full days or half days
- Feeling that Central library should be prioritised over branches

Table 13 below provides a full breakdown of themes emerging across all proposals.

2018	Caversham Library	Palmer Park Library	Central Library	Tilehurst Library	Battle Library	Whitley Library	Total
	A	B	C	D	E	F	
Concern on impact on groups (children, young people, those working/studying)	45	54	65	10	30	14	218
Comments providing feedback on particular days/patterns	37	13	83	20	24	17	194
Reduced access to the library service overall	64	9	65	23	16	11	188
Reduced ability to drop in and use service, less spontaneity	35		11	25	12	6	89
Impact on rhymetimes	2	2	17	5	15		41
Impact on locality around library	17	3	4	6	5		35
Do not make these changes	10	6	9	3	2	4	34
This is part of a running down of the service to allow future cuts	5	5	11	4	4	2	31
It is ok/we will cope/please publicise	4	4	14		4		26
Concern over reduced access to ICT	3		13	1	3	2	22
Unknown response or response unclear	11	2	5		3		21
Concerned about impact on staff	5	2	5		1		13
Need to prioritise Central library over branches			13				13
At least you are not closing	8					2	10
Full days are better than half days	6						6
Half days are	2			2	1		5

better than full days							
Other (this covers areas where only 1 comment was made)	11	8	26	8	6	9	67
Total	265	108	341	107	126	67	1,014

Table 12: Impact of Proposed Change

All respondents were subsequently invited to suggest any ways in which negative impacts of proposals could be minimised. 849 comments were received to this question across all proposals and the main themes emerging included:

- Not making changes
- A large number of people indicated ‘unsure/don’t know’
- Comments on particular aspects of the hours, such as changing days or evenings
- Ensuring an out of hours bookdrop service was available
- Need to communicate and highlight changes for users
- Suggestions to raise income by hiring out the library space, accepting donations
- Some respondents were in favour of closing one or more libraries or reducing staffing further
- Mitigation by using volunteers

Table 14 below provides a full breakdown of themes emerging across all proposals.

2018	Caversham Library	Palmer Park Library	Central Library	Tilehurst Library	Battle Library	Whitley Library	Total
	A	B	C	D	E	F	
Unsure/no/don't know	66		28	22	17	30	163
Don't do this	36	22	36	5	14	11	124
Comments on particular aspects of the opening hours	31		47	3	22	14	117
Need a bookdrop	41	32	3	1	3	1	81
Use volunteers	25	7	11	2	4	4	53
Good communications about any changes	23	6	13	3	1	2	48
Suggested changes to the stock held in libraries and the online resources	12	20	6		2		40
Hire out the space/host events in the space	4	16	4		4	1	29
Accept donations	4	5	5			2	16
Amend loan periods to allow longer loans	6	2	2				10
Close the library	1	1	6			2	10
Half days are better than full days	2		6		1		9
Review your charges	4		5				9
Improve external signage	7	2					9
Reduce staffing	1	6					7
Change rhymetime times	3				1	1	5
Full days are better than half days	2		2	1			
Other (this covers areas where only 1 comment was made)	38	1	1	6	14	21	113
Total	306	120	208	43	83	89	849

Table 13: Ideas for Reducing Negative Impacts of Proposed Changes



Respondents were asked if they had particular comments on opening hours. 1,549 comments were received to this question across all proposals and the main themes emerging included:

- Feedback on particular aspects of the hours that had been illustrated in the proposal, making the case for different days, different times, highlighting concerns over particular patterns
- Don't make the changes
- Concerns over particular user groups such as children, young people, elderly users and those in full time work/studies
- At Caversham, some illustrated options were provided in the consultation and 58 people expressed a preference for one over the other
- Indications of preference for full days over half days or vice versa
- Suggestions to prioritise Central and consider closure of some branches
- Some comments indicated that users would fit around hours and were pleased that libraries were not closing

Table 15 below provides a full breakdown of themes emerging across all proposals.

2018	Caversham Library	Palmer Park Library	Central Library	Tilehurst Library	Battle Library	Whitley Library	Total
	A	B	C	D	E	F	
Particular aspects of the hours	106	28	93	34	49	21	331
Don't do it	83	37	62	31	30	21	264
No/no comment	48	27	39	32	33	20	199
Consider the needs of specific user groups	12	45	64	20	4	8	153
OK/is a shame	20	8	34	19	7	15	103
Half days are better than full days	42		36	9	9	1	97
Full days are better than half days	17	1	19	4			41
Comments on illustrative options given for Caversham	58						58
Better than	17	4	5	4	1	1	35

closure							
Please open longer hours	20	3	6		10	5	33
Prioritise Central over the branches	9		11	2		2	15
Close libraries		9	2				14
Have a core of hours for each day/each site	3						7
Use volunteers	7	1	1	1			5
Prioritise branches	2		3			1	4
Other (this covers areas where only 1 comment was made)	22	6	58	35	28	41	190
Total	449	169	433	191	171	136	1,549

Finally, respondents were asked if they had any other ideas of how the Council might deliver savings. 1,058 responses were received to this question across all proposals and the themes emerging were:

- Hiring out the spaces, out of hours
- Running more events and activities, and making a charge for them to raise funds
- Making savings elsewhere rather than from libraries
- Providing coffee facilities
- Energy efficiency
- Moving libraries into different buildings/sharing space
- Closure of libraries
- Sponsorship and donations
- Using volunteers

Table 16 below provides a full breakdown of themes emerging across all proposals.

	Caversham Library	Palmer Park Library	Central Library	Tilehurst Library	Battle Library	Whitley Library	Total
2018							

Classification: UNCLASSIFIED

	y						
	A	B	C	D	E	F	
None	83	37	40	38	17	24	239
Hire space out	41	8	29	17	25	5	125
Greater use of volunteers	36	14	18	19	12	7	106
Don't do this, make savings elsewhere	17	11	11	6	3	6	54
Run more activities and events	27	4	6	7	7	3	54
Move/refurbish/extended libraries	6	12	7	13	4	3	45
Coffee making/café	7	3	17	12	5		44
Accept donations of money and books	16	8	5	5	3	2	39
Increase your charges	12	3	15		4	1	37
Look at the balance of how you spend money in the stockfund	13		15		1	1	35
Close libraries	4	19		1	1	2	27
Sponsorship	10	3	5	3		1	22
Energy efficiency	2	6	9	2	1	1	22
Sell items	9		3	1	1		14
Open for longer hours	4		4	2			10
Reduce hours further	10						10
Outsource the service	2		1		1		4
Need a bookdrop	3			1			4
Community can run the library	1	1					2
Crowdfunding	2						2
Use technology to provide a self service 'open+' library	1	1					2
Other (this covers areas where only 1 comment was made)	22	23	53	28	19	16	151
Total	328	153	238	163	104	72	1058

Respondents were also asked for any other comments, about any element of the consultation and on any elements of the proposals that they had not covered so far, including any ideas on how the Council might deliver savings from the library service or elsewhere. 251 responses were received from respondents (43.9%) for this question and the themes emerging included:

- Ideas for generating additional income and making savings
- General opposition to cuts
- Emphasis on the value of libraries and library staff to local communities/library users

- Comments on the value placed in library staff
- Suggestions to make greater use of volunteers
- Comments on the consultation process, both positive and negative

Table 17 below provides a full breakdown of themes emerging.

Don't reduce stockfund - this is a cycle to run down service	42
No/no comment	23
Concern for staff	20
Make savings outside libraries	19
Understand but am worried re the service	14
Increase charges/income	10
At least you aren't closing	10
Don't reduce hours	8
Prioritise Central over branches	8
Book donation scheme	7
More digital resources	6
Concerns over loneliness/mental health	6
Need to look at Southcote too	5
Hire out the space	5
Sponsorship	3
Closures needed	3
Prioritise branches over Central	2
Need bookdrops	2
Volunteers	2
Printed resources most important	1
Focus on Whitley and Battle over other libraries	1
Other	54
Total	251

Table 17: Summary of Any Other Comments

Themes emerging from drop-ins and emails

Drop-ins across libraries:

	General	Alternative suggestions to achieve savings
All libraries	Feedback received regarding: <ul style="list-style-type: none"> <li>• Opening hours</li> <li>• Relief that no closures planned</li> <li>• Don't understand why Council Tax is going up</li> </ul>	<ul style="list-style-type: none"> <li>• Make savings elsewhere.</li> <li>• Improve income before making savings</li> <li>• Become better at reducing energy usage</li> </ul>

	<ul style="list-style-type: none"><li>• Libraries seem to be singled out, and this is unsatisfactory</li><li>• Where is money from library site sales going?</li><li>• Concern over vulnerable in community – where will they go?</li><li>• Can you redevelop the site (at Caversham) and offer a better service</li><li>• ‘Never ending’ nature of cuts, including children’s centres</li><li>• Particular feedback re opening times at certain libraries (Battle should be open on Friday, for example)</li><li>• Please look to increase income rather than reduce services</li><li>• Can you work to get sponsorship</li><li>• Shouldn’t be cutting stockfund</li></ul>	<ul style="list-style-type: none"><li>• Use volunteers</li></ul>
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**Appendix 2 : REPRESENTATIONS RECEIVED DURING CONSULTATION WITH OFFICER RESPONSE**

As part of the consultation, respondents were given the opportunity to suggest alternative ways of achieving the desired level of savings. The following provides an overview of suggestions made by respondents which they felt would either lead to an increase in income generation for the libraries or a reduction in costs.

It should be noted when reading all the suggestions below that the Council is committed to continuing to explore opportunities for innovative approaches to income generation, partnership working and service enhancement as part of a longer term programme for the future of libraries.

Where the Officers' preliminary assessment indicates that a particular Recommendation is unlikely to achieve the desired level of savings, either on its own or as part of a package of options, this is indicated in the 'Officer Response' column in this Appendix 2. Notwithstanding this, Members may ask Officers to explore any of the Representations listed below in further detail.

Representations	Officer Response
Hire library spaces out or use them for events when the library is closed	<p>We are starting to make more use of library spaces outside of opening hours for other uses, for example for adult learning courses.</p> <p>We are working with colleagues in Facilities Management to make space, where suitable, available for hire - Battle library's redesigned space will allow out of hours hire and use, and currently space is hired out when the library is open.</p> <p>Reading Central library currently hires out space under long term leases which generate annual income of £90,000. All libraries can be used by Council services or Council partners out of hours, and some letting in this way already happens. To enable a full community hire would require some work to libraries to secure staff spaces.</p>
Make savings from other services / do not make savings from library services	As a result of Government cuts in funding and increasing demands for services, every local council is having to make significant savings. We therefore need to prioritise our limited resources.

	<p>Savings need to be made across all services and this includes the Library Service. The Council has considered other options to avoid the need to make these savings. However, Council Tax cannot be increased further than planned without a referendum and reserves are limited. While we might be able to plug a one-off gap using our reserves, they cannot be used to cover ongoing annual costs of running a service.</p>
<p>Increase Council Tax</p>	<p>As above, Council Tax cannot be increased further than planned without a referendum. It has been raised by the maximum 5.99% in 2018. The overall demand for services means that increasing Council Tax does not equate to increasing funding for all Council services.</p>
<p>Reduce staff salaries across the Council</p>	<p>The Council is exploring all options to address its financial challenges, including reviewing staff terms and conditions across the Council. Staff job descriptions are regularly reviewed and pay is determined in accordance with the Council’s Pay and Grading Structure for Job Evaluation.</p>
<p>Use more volunteers</p>	<p>As at 2017/18, volunteer hours made up 3.6% of permanent staff hours. We have fewer volunteers than comparator authorities.</p> <p>Whilst some authorities have moved to a model of single staffing cover supplemented by volunteers, this has generally been implemented in smaller and often more rural libraries. This is not, therefore, recommended in Reading as a sustainable option likely to offer consistency of service.</p> <p>We are committed to providing a good quality experience for volunteers and making it easy to volunteer in the service.</p> <p>Community groups wishing to operate a library outside of determined opening hours can approach the Council.</p>



<p>Generate additional income</p>	<p>Reading is currently above average in terms of income generation per 1,000 population.</p> <p>Furthermore, external funding opportunities are often project based and are not generally available to support core services. It is also anticipated that as audio-visual hire continues to decrease (one of the Library Service’s main traditional sources of income) and late return fines reduce as easier renewal systems are made available, that the general library income will continue to fall. This pattern is seen across different library services. The Council has evaluated and will pursue a range of opportunities to generate additional income including seeking voluntary donations and external funding for activities; sponsorship; and increasing rental income in order to compensate for this shortfall.</p> <p>Despite opening hours reductions of 30% in 2017, income has increased as sources have diversified.</p>
<p>Charge for library use, for membership or to borrow books</p>	<p>Under the terms of the 1964 Public Libraries and Museums Act, libraries cannot charge for the loan of books.</p>
<p>Charge for use of public access IT</p>	<p>Whilst some local authorities have introduced charging for the use of public access IT (chargeable after a limited free period of use), it is currently considered that this would penalise those whose only access to IT and the internet is through the library and is contrary to the Council’s objective of promoting digital inclusion. There would also be a set up and ongoing cost relating to charging for public access IT.</p>
<p>Charge for attending events, talks and activities</p>	<p>Charges are made for any activities that are not run regularly such as author talks. Donations can also be made. Experience suggests that the talks which are most popular are those relating to aspects of local history. More talks could be offered but the number of these, the charge and the time taken would all mitigate against substantial increases in income.</p>
<p>Increase overdue charges</p>	<p>At 25p a day Reading’s overdue book charges are currently in the top quartile. Income from</p>

	<p>finer and reservation charges overall is also decreasing. This is due to declining issues for adult stock plus the provision of many routes to avoid overdue fines, including renewal in person at any branch, by phone at any branch and online. The service has also introduced pre-overdue messaging to improve customer service. It is not, therefore, anticipated that this option would secure the saving required. However charges will be increased in 2018 as they have not gone up for a few years.</p>
<p>Introduce cafés / food and drink facilities to libraries</p>	<p>The provision of catering facilities in libraries often requires substantial investment. There is an opportunity to work towards a long-term return on investment for this type of initiative, however, this will not obviate the need to make savings in order to address the immediate challenges of the Council and branch libraries may not have the spatial capacity for this to be an option.</p> <p>Kitchen or café facilities will be available in community hubs - responding to customer feedback but not increasing library service income.</p>
<p>Move/refurbish/extend libraries</p>	<p>This is a key part of the Council's strategy to operate more efficiently and deliver the benefits of bringing services together under one roof in community 'hubs'.</p> <p>2 libraries (Southcote and Whitley) are moving into shared hubs to release sites, reduce running costs and building repair liabilities, enable staffing reductions and provide a better overall offer to customers.</p> <p>Battle Library is being extended to facilitate both hire of community space and for another agency to co-locate in the library which will enable a reduction to single staffing as in other locations.</p> <p>Tilehurst library has excess ancillary 'back office' space and again will provide a base for a local charity - sharing running costs and allowing a move to single staffing.</p> <p>Money to extend or refurbish sites is not available unless there is a clear financial case to generate a return. The buildings and sites that some libraries occupy mean scope for this is</p>

	limited.
Allow donations of books and money	This is already offered, however, responses suggesting introduction of these schemes seems to indicate schemes have low levels of awareness amongst library users require greater publicity.
Reduce stockfund	This has been done for 2018. The different kinds of stock that are purchased are still being purchased and stock for adults, children and in community languages, large prints and audio formats is all still being purchased.
Reduce hours further	The hours were reduced by 30% in total in 2017. The proposed changes, if implemented, would represent a further 20% reduction - equating to 44% over 2 years
Close libraries or have them run by community	The Council has at this time sought to retain a 7 branch network to preserve access at a neighbourhood level and has not tabled closure of libraries.
Obtain sponsorship	Any commercial sponsorship is acceptable if in line with the Council sponsorship policy. We seek opportunities for sponsorship, however, this is often linked to one-off events rather than funding of ongoing services. The Council has committed to exploring the development of a cultural trust, which could include libraries, and this could facilitate sponsorship and fundraising.
Energy efficiency	Sites are regularly reviewed for opportunities as part of the Council's ongoing carbon reduction programme. Solar panels have been fitted to sites including Central library, and where changes can be made to lighting or heating at reasonable cost these are made.
Selling items	Previous experience has shown that this often does not cover costs of items or staff time to manage and whilst one off items might be sold where there is a clear fit/need (such as local history items), it is not felt that this is an area that would provide a steady or sustainable income and as such is not a reliable way to fund a service.

<p>Outsource service to a different provider</p>	<p>As part of looking at alternative delivery models and as noted above, the Council is exploring the option of establishing a cultural trust. Libraries could be included in this. There are currently no private companies running libraries in the UK. However, trust and mutual models are becoming more common. These models would not generate the savings required in the timescale.</p>
<p>Use technology to open longer</p>	<p>This is a relatively new technology and is becoming more common but requires initial capital investment to convert and install, as well as an ongoing management and monitoring cost. This is something that the service has looked at. However, it is felt that whilst ostensibly longer hours might be offered in some locations, the costs would need an increase to the library budget. Building suitability would also be an issue.</p>

**Formal responses with areas highlighted**

Detail	Officer response
<p>Reading below average for volunteer numbers used to support service against CIPFA comparison group</p>	<p>We are below average but have been working to improve the volunteer offer in recent months. The service is committed to making it easier to volunteer for the service.</p>
<p>Requirement to take population growth into account when planning services.</p>	<p>Any growth in population would be offset by reductions in usage in recent years. Library usage has reduced by around 36% in the last 8 years at a time when the population has increased by around 5.5%. The population in Reading is projected to grow by around 6% over the next 8 years. Branches can cope with increased customer numbers and visits per hour, as demonstrated by this visits/hour figure going up in 2017. The service would review these changes.</p>
<p>Concern over access for partners based in the building when Central Library is closed (such as BFHS)</p>	<p>Out of hours access can be worked through by agreement with partners - as long as some protocols are followed the library can be used when it is not open. Some library staffing functions will remain on closed days.</p>
<p>It is unclear how much individual</p>	<p>A breakdown has been provided to the respondent.</p>

libraries cost to run.	
Concerns on whether travelling times have been assessed	Travelling times to libraries were assessed in 2016 using Mapumental. This exercise has been repeated and there is no change. There is a cost to travel if the alternative to a branch library being open is to use Central library.
Figures used for demographics in library service prioritisation matrix are outdated	The data is the most recent available and the matrix has been recast to pick up on demographic and library usage changes (with usage data based on a full year 17/18). This did not lead to a change in the matrix.
Concern over capacity of ICT at Central to cope with more demand	There may be an occasional wait for computers at peak times. We have an option to move some underused computers from library branches to Central library to alleviate this. It is considered that there is network capacity at Central Library to facilitate this. Usage will be monitored. To further note that Wifi use is increasing and fixed computer use is falling.
Reading's computing costs in CIPFA figures for the library service are very high in comparison to other authorities	Considerable work has been done to reduce costs and we would anticipate that CIPFA actuals for 2017/18 will show Reading below average. Costs of the library computer system that issues books has reduced by 60% in the last year. Reading's public IT is provided by an external provider, which means more cost shows in that cost centre for Reading whereas in other authorities this would often show elsewhere.
Support costs for service are high	These are Council overheads. We show as around average in our comparator group for support costs, and below average overall
Use open access self service technology to open longer	This is a relatively new technology and is becoming more common, but requires significant initial capital investment to convert and install, as well as an ongoing management and monitoring cost. This is something that the service has looked at however it is felt that whilst ostensibly longer hours could be offered, the costs would need an increase to the library budget. Building suitability would also be an issue.
Explore grant funding	Grant funding is for specific purposes rather than the delivery of core services. The library service has successfully received around £50,000 in grant funding in the last year, and is also one of 6 partners in a national project that has funding of £210,000.
Look at delivery model, could	As part of looking at alternative delivery models, the Council is exploring options regarding a

someone else run the library service?	cultural trust. Libraries could be included in this. There are currently no private companies running libraries in the UK, however trust and mutual models are becoming more common. These models would not generate the savings required in the timescale needed however.
Lone working risk assessments required	The first library to run in this way is Whitley in the new South Reading hub, the risk assessment is being used and refined and has been reviewed with trade union. Review will take place at each site as this is introduced.
Public consultation should have included single staffing	This is not considered to have a substantial disbenefit to the public. This will be picked up as part of staff consultation, and was also part of a previous consultation.
Need to consider increasing levels of income	Income received in 2017/18 increased despite opening hours changes, and was already higher than comparator group.
The service needs to be able to demonstrate a reasonable level of access across different libraries and different days	Across network, access still provided to include mornings, afternoons, after school, evenings and Saturdays, albeit with some reductions. The exception is Palmer Park, which does not have an evening or weekend. Mitigations are detailed in the committee report dated 16 July 2018 to give context.
Use in year savings/underspends from 17/18 on budget for 18/19.	An underspend cannot be carried over to fund a service for the following year, and corporately underspends help to offset any overspends/pressures elsewhere.
Has information been provided to Department for Digital, Culture, Media and Sport(DCMS) on what we are doing in Reading?	DCMS have been made aware of the proposals, consultation, process and publicity, and will receive a further update regarding the Policy Committee report of 16 July 2018.
Assessment of reduction in income from deleting the adult activities post	It is recognised that this post is involved in running and supporting many events and activities, there will be an impact as fewer events will be run, however, from a pure income perspective, this will be limited, as income per event is low.

<p>The service should be aligned with the national core priorities/Universal Offers which are coordinated by Society of Chief Librarians (SCL)</p>	<p>Nationally there are a range of ambitions for libraries but no requirement to deliver against all of these to the maximum extent. The service and indeed local branches will tailor their offer to meet local needs and reflect the granularity of need across the town always in compliance with the law.</p>
<p>There has been a lack of staff engagement in developing proposals</p>	<p>Updates have been regularly sent to staff and often highlight that ideas are welcome. Service Manager has been approached by staff at all levels about a range of issues. A staff consultation is yet to run and would be a further forum to raise alternatives.</p>



Appendix 3 : Equality Impact Assessment

Provide basic details

Name of proposal/activity/policy to be assessed	
Recommendations for the future of the library service	
Directorate:	Directorate of Environment and Neighbourhood Services
Service:	Housing and Neighbourhood Services: LIBRARY SERVICE
Name and job title of person doing the assessment	
Name:	Simon Smith
Job Title:	Library Services Manager
Assessment date:	May 2018

Scope your proposal

**What is the aim of your policy or new service/what changes are you proposing?**

Section 7 of the Public Libraries and Museums Act 1964 imposes a duty upon the Council to provide a comprehensive and efficient library service for all persons who wish to use it. The current library service offer is over and above this legal requirement.

Against the background of government cuts to grant funding necessitating identification for further savings in the Council's budget and the changing needs and aspirations of library users and the wider community in Reading, in February 2018 Policy Committee agreed to consult with the public on proposed changes to Reading libraries.

Public consultation took place from 21 February 2018 to 21 March 2018.

The consultation exercise provided a further means by which the Council could gather information about the potential impact of the proposed changes to the library service on those with protected characteristics.

The equalities impacts of the final proposals recommended by Officers and set out below have been arrived at after careful consideration of all consultation responses before and at the time the decision has been made and the proposals finalised.



The final recommendations for the future of library services are as follows,

- A. Reducing opening hours at Reading Central from 46 to 37 per week
- B. Reducing opening hours at Caversham from 35 to 27 per week

- C. Co-location of external agencies at Battle, library becoming single staffed
- D. Reducing opening hours at Battle from 27 to 22 per week
- E. Reducing opening hours at Whitley from 21 to 18 per week
- F. Co-location of external agencies at Tilehurst, library becoming single staffed
- G. Reducing opening hours at Tilehurst from 27 to 22 per week
- H. Reducing opening hours at Palmer Park from 21 to 16 per week
- I. Removing 0.5FTE admin hours
- J. Removing 1.0FTE Digital & Volunteer lead post
- K. Reducing library stock fund
- L. Internal changes

The public was consulted in relation to proposals A, B, D, E, G and H, identified in bold above. All of these proposals are subject to an EIA.

The final recommended changes have been developed on the basis of:

- The key messages deriving from consultation feedback received during both phases of the two part review of library services in 2015/16, which led to the development of a new service model and priority matrix;
  - Consultation responses and feedback to the proposed changes to Reading libraries in 2018 consultation paper titled “Your Library. Your Say”;
  - The outcome of an assessment of need for library services; and
  - Further scoping work undertaken by Officers to consider viable options for the delivery of savings consistent with the duty to provide a ‘comprehensive and efficient’ library service for all individuals who live, work or study within the borough under the Public Libraries and Museums Act 1964.
- The principals of ensuring that library services in Reading are affordable and sustainable, as well as being accessible to all, whilst targeting resources in areas of greatest use and need.

#### Who will benefit from this proposal and how?

The final recommendations outlined above will benefit those living, working and studying in Reading as the library service offer will continue to meet the minimum legal requirement for the service to be deemed ‘comprehensive and efficient’ and will strike an appropriate balance between delivering the savings and ensuring appropriate provision across communities. The recommended library service offer makes good use of community buildings; reflects usage and local needs; and responds to what our communities have told us so far by:

- maintaining a reasonable level of access for people with different lifestyles and availability notwithstanding the reduction in opening hours ;
- libraries and other services co-locating to make the best use of space and increasing access to spaces for community groups

- maintaining access to library services for those that are unable to visit Reading Libraries themselves by continuing to provide the Elderly and Housebound Service;
- Reducing staffing levels where appropriate and subject to consultation with staff, supported by self-service kiosks and shared space/co-location with other services - enabling branches to remain open at reduced cost

**What outcomes does the change aim to achieve and for whom?**

The review of the library service has been designed with the aim of delivering a comprehensive and efficient library service in the context of reduced funding. The final recommended proposals outlined above support the delivery of a budget saving of c£217,000 whilst maintaining an accessible service tailored to local need.

**Who are the main stakeholders and what do they want?**

The main stakeholders in the Library Service include:

- Library service users generally, and specifically:
  - \* Central and branch library users
  - \* Elderly and Housebound Service users
  - \* Mobile Library users
  - \* Toy Library users (including childcare settings and childminders)
- Staff
- Volunteers
- Partner organisations located in, and delivering activities from, library buildings and their service users/members
- Schools (including those which run class visits to their local library)

Feedback received through the recent library service consultations has shown that library services in Reading are highly valued for a number of reasons, including:

- Local provision of free access to a wide range of books (adult fiction, non-fiction, large print books, children's books, e-books and audio books).
- Library services are identified as vital local services that support the educational development of people of all ages - including the development of literacy skills, language skills and IT skills, through activities such as reading and rhymetimes, language classes and IT support or activity sessions run by external providers within library premises, and through the provision of reference materials and quiet study space.
- Library services are seen as playing a key role in fostering social interaction, especially for parents and older people, as open and welcoming services at the centre of their communities. Hosting a range of activities and events (especially targeting older people, young children and their guardians, such as Coffee Mornings and Rhymetimes), and public information about the local area/what's going on, have also been identified as fundamental to the social dimension of libraries. The Mobile Library/Elderly and Housebound service has also been

identified as an extremely important source of social contact for those unable to visit a library building.

- Library services are seen as key to tackling digital exclusion, especially for older people and those on low incomes who may require further assistance and support in order to access the digital world or who may not be able to afford broadband or a computer of their own.
- Libraries have been identified as accessible and safe public places for vulnerable groups, including children, older people and people with disabilities (both physical and mental).

During the consultation, responses to the question of how any negative impacts of proposals might be reduced indicated that various respondents specifically want:

- Changes not to be made (including reduced hours, reduced staffing and changes in location)
- Reasonable access to libraries (specifically access after 3pm for school age children, at 9am for parents of young children visiting libraries straight from taking older children to school, and on evenings and weekends for working adults), as well as feedback covering particular times when opening/closing would/would not be desirable, all of which has been reviewed.
- Bookdrops at more libraries where possible to allow return of items if library is closed.
- The service to make greater use of volunteers
- Changes to be clearly publicised
- Changes to stock/balance of items held in libraries
- More hiring out of library space to generate income, with increased income generation and efficiencies to be pursued at the expense of making service cuts

Assess whether an EIA is Relevant

How does your proposal relate to eliminating discrimination; promoting equality of opportunity; promoting good community relations?

Do you have evidence or reason to believe that some (racial, disability, gender, sexuality, age and religious belief) groups may be affected differently than others? (Think about your monitoring information, research, national data/reports etc.)  
Yes

Is there already public concern about potentially discriminatory practices/impact or could there be? Think about your complaints, consultation, and feedback.  
Yes  
A number of respondents to the 2018 consultation raised concerns regarding the impact of changes to the library service on children, parents, those who are working and studying, as well as young, older and disabled people. Concerns were also raised regarding potential detrimental impacts upon low income families and for the cohesion of communities consisting of people from different cultural backgrounds and ethnicities.

If the answer is Yes to any of the above you need to do an Equality Impact Assessment.

Signed (completing Officer):	Simon Smith	Date: May 2018
Signed (Lead Officer):	Sarah Gee	Date: May 2018

Collect and Assess your Data

Using information from Census, residents survey data, service monitoring data, satisfaction or complaints, feedback, consultation responses, research, your knowledge and the knowledge of people in your team, staff groups etc. describe how the proposal could impact on each group. Include both positive and negative impacts.

Proposals	Describe how this recommendation could impact on Racial groups	Evidence	Mitigation measures
<p>Reductions in opening hours (Battle, Caversham, Central, Palmer Park, Tilehurst, Whitley)</p>	<p>Note:</p> <ul style="list-style-type: none"> <li>• The number of BME residents in each catchment has been included as a demographic indicator in determining needs/priorities for libraries in the Needs Assessment that was developed during the first phase of the Library Service review. This has therefore informed the development of recommendations.</li> <li>• In 2011, 25.3% of Reading residents were of Black or Minority Ethnicities. 8.8% of households in Reading had no occupants where English was the main language, and 14.5% of residents aged 3 and over spoke a main language other than English.</li> <li>• During the public consultation, there was a higher proportion of ‘White British / Other White’ respondents than reflected in the resident population, and a notable under representation of Asian/Asian British and Black/African/Caribbean/Black British respondents.</li> <li>• When broken down by proposal, the number of responses received from respondents of different racial groups has been determined as too low to identify any statistically significant impacts on any specific racial groups.</li> <li>• When asked ‘Do you think this proposal will impact on you and your family?’ there was no significant divergence between the responses of ‘White British/Other White’ respondents and Black and Minority Ethnicity respondents.</li> </ul>		

Proposals	Describe how this recommendation could impact on Racial groups	Evidence	Mitigation measures
<p>a) Caversham Library</p>	<p>A reduction in staffing and opening hours may have some impact for all users, but may have a disproportionate impact on Black and Minority Ethnic groups.</p> <ul style="list-style-type: none"> <li>• Restricted opening hours may impact access to books in community languages.</li> <li>• Restricted opening hours may exacerbate existing barriers to engagement with libraries.</li> </ul> <p>The possible disproportionate impact is greatest where catchments have a greater than average number of residents from Black or Minority Ethnicities, these being all sites except Tilehurst and Caversham.</p>	<p>In 2011, 11.51% of residents (3651) in the Caversham Library catchment area are of Black or Minority Ethnicities (less than half the Borough average).</p>	<p>Opening times at libraries following changes in 2017 have been scheduled to ensure access for a range of different users, including school children and those that are working, with access on at least one evening and on Saturdays at all libraries. If the 2018 proposals are implemented, all but one branch (Palmer Park) will continue to afford Saturday and evening access.</p> <p>For Palmer Park, the opening times would be driven by the hours when Reading College are able to support staffing costs, so other options are not available to consult on. The users of this library would be most affected. Mitigations can be found at paragraphs 6.27-6.31 of the main report</p>
<p>b) Palmer Park Library</p>	<p>As above</p>	<p>The Palmer Park Library catchment area is the most ethnically diverse of all Reading library catchment areas. In 2011, 37.87% of residents (3428) in the Palmer Park Library catchment area</p>	<p>Central Library is within a maximum of 20 minutes journey time on public transport for many Reading households,</p>

Proposals	Describe how this recommendation could impact on Racial groups	Evidence	Mitigation measures
		<p>are of Black or Minority Ethnicities. This is well above the Borough average.</p> <p>Rhymetime activities are particularly well attended by families with English as an additional language.</p>	<p>including all in the Palmer Park catchment, 30 minutes for the vast majority, and 40 minutes for all remaining households. The bus fare to have a return journey into Reading is £4 per adult, or if driving a potential similar cost if parking for a couple of hours.</p>
c) Central Library	As above	<p>In 2011, 34.86% of residents in the catchment area of Central Library were BME. The catchment area of Central Library is the second most ethnically diverse of the 7 library catchment areas identified and includes the greatest number of BME residents (16,205).</p> <p>As the hub of the network, Central Library also serves the Borough as a whole, in addition to the immediate catchment area.</p> <p>Rhymetime activities are particularly well attended by families with English as an additional language</p>	<p>Citizenship study guides and practice tests, as well as language courses can now be accessed online, 24/7 and free of charge.</p> <p>E-books and e-magazines can be borrowed 24/7, free of charge, for 21 days from Reading's 'e-Library' - this offers a growing range of fiction, non-fiction and children's books available to read online, on a smart-phone or tablet and some e-readers.</p> <p>A ranged of printed material, including books in community languages would</p>

Classification: UNCLASSIFIED

Proposals	Describe how this recommendation could impact on Racial groups	Evidence	Mitigation measures
d) Tilehurst Library	As above	In 2011, 12.5% of residents (2300) in the Tilehurst Library catchment area are of Black or Minority Ethnicities (less than half the Borough average).	continue to be purchased.  Books can be reserved online from the libraries catalogue. Books can also be ordered over the telephone or in branch. There is currently a 50p charge for requests for stock out of catchment (from another branch).
e) Battle Library	As above	In 2011, 31.21% of residents (5570) in the Battle Library catchment area are of Black or Minority Ethnicities (more than the Borough average).	Books can be renewed online and over the telephone, free of charge, as well as in branch.
f) Whitley Library	As above	In 2011, 27.19% of residents (6427) in the Whitley Library catchment area are of Black or Minority Ethnicities (more than the Borough average).	



Proposals	Describe how this proposal could impact on Gender/Transgender (inc. pregnancy and maternity, marriage)	Evidence	Mitigation measures
<p>Reductions in opening hours (Battle, Caversham, Central, Palmer Park, Tilehurst, Whitley)</p>	<p>Note:</p> <ul style="list-style-type: none"> <li>The number of lone parents in each catchment has been included as a demographic indicator in determining needs/priorities for libraries in the Needs Assessment that was developed during the first phase of the Library Service review. This has therefore informed the development of recommendations.</li> <li>During the 2018 consultation, there was a higher proportion of female respondents than reflected in the resident population - 69% of those who provided an answer indicated female.</li> <li>More women than men visit the libraries with other people who may be dependent on them, such as children</li> </ul>		
<p>a) Caversham Library</p>	<p>A reduction in opening hours may have some impact for all users, but may disproportionately affect women. While there is no significant disparity in gender populations in Reading, women appear to make up a greater proportion of library users and any disproportionate impact may be exacerbated by caring responsibilities.</p>	<p>In 2011, 679 lone parents with dependent children lived within the Caversham Library catchment area. 69% of respondents to the consultation reporting that they primarily use Caversham Library were female.</p>	<p>As above</p>
<p>b) Palmer Park Library</p>	<ul style="list-style-type: none"> <li>Women are more likely to be carers of either children or adults, and tend to be responsible for accompanying children or the person that they care for to the library.</li> </ul>	<p>In 2011, 176 lone parents with dependent children lived within the Palmer Park Library catchment area. 63% of respondents to the consultation reporting that they primarily use Palmer Park Library were female.</p>	

Proposals	Describe how this proposal could impact on Gender/Transgender (inc. pregnancy and maternity, marriage)	Evidence	Mitigation measures
c) Central Library	Restricted access to libraries due to reduced opening hours could therefore conflict with other caring responsibilities and tasks. The impact of this may be further exacerbated for lone parents who are more likely to be female.	In 2011, 1,181 lone parents with dependent children lived within the catchment area of Central Library. 51% of respondents to the consultation reporting that they primarily use Central Library were female.	
d) Tilehurst library		In 2011, 565 lone parents with dependent children lived within the Tilehurst Library catchment area. 62% of respondents to the consultation reporting that they primarily use Tilehurst Library were female, whilst the remaining 33% were male.	
e) Battle library		In 2011, 793 lone parents with dependent children lived within the Battle Library catchment area. 67% of respondents to the consultation reporting that they primarily use Battle Library were female..	
f) Whitley library		In 2011, 793 lone parents with dependent children lived within the	

Proposals	Describe how this proposal could impact on Gender/Transgender (inc. pregnancy and maternity, marriage)	Evidence	Mitigation measures
		Whitley Library catchment area. 70% of respondents to the consultation reporting that they primarily use Whitley Library were female, whilst the remaining 23% were male.	

Proposals	Describe how this proposal could impact on Disability	Evidence	Mitigation measures
Reductions in opening hours (Battle, Caversham, Central, Palmer Park, Tilehurst, Whitley)	<p>Note:</p> <ul style="list-style-type: none"> <li>The number of residents in each catchment reporting in the 2011 Census that their daily activities are limited by a long-term illness or disability has been included as a demographic indicator in determining needs/priorities for libraries in the Needs Assessment that was developed during the first phase of the Library Service review. This has therefore informed the development of recommendations.</li> <li>During the 2018 consultation, there was a higher proportion of respondents reporting a disability (17.5%) than reflected in the resident population (12.9%)</li> <li>2.7% of respondents to the 2018 consultation reported that they visit libraries with disabled persons, thereby indicating that there may be additional, indirect, use of library services by a wider group of disabled persons.</li> </ul>		

Proposals	Describe how this proposal could impact on Disability	Evidence	Mitigation measures				
a) Caversham Library	<p>A reduction in staffing and opening hours may have some impact for all users.</p> <p>Individuals with caring responsibilities for disabled children or adults may also be disproportionately affected, as reduced opening hours could conflict with other caring responsibilities and tasks.</p>	<p>The table below shows the proportion of respondents to the consultation that reported using Caversham Library as the main library, as well as having a disability, against Census data for the catchment area.</p> <table border="1" data-bbox="994 517 1496 603"> <tr> <td>2018 Consultation</td> <td>9.4%</td> </tr> <tr> <td>2011 Census</td> <td>13.2%</td> </tr> </table> <p>As shown in the table above, around the catchment average of disabled people therefore appear to use the library.</p>	2018 Consultation	9.4%	2011 Census	13.2%	<p>As above</p> <p>In addition to note that the mobile and home library service visits individuals round the borough and provides a very small number of public stops at points the greatest distance from library buildings, providing books in a range of formats (large print/audio) and able to provide a request service to get any other book from the other libraries. The stock for this service is adult based, with a greater proportion of audio and large print than other libraries.</p>
2018 Consultation		9.4%					
2011 Census		13.2%					
b) Palmer Park Library	<p>The table below shows the proportion of respondents to the consultation that reported using Palmer Park Library as the main library, as well as having a disability, against Census data for the catchment area.</p> <table border="1" data-bbox="994 995 1480 1082"> <tr> <td>2018 Consultation</td> <td>12.9%</td> </tr> <tr> <td>2011 Census</td> <td>9.2%</td> </tr> </table> <p>As shown in the table above, more than the catchment average of disabled people therefore appear to use the library.</p>	2018 Consultation	12.9%	2011 Census	9.2%		
2018 Consultation	12.9%						
2011 Census	9.2%						
c) Central Library	<p>The table below shows the proportion of respondents to the consultation that reported using Central Library as the main library, as well as having a disability,</p>						

Proposals	Describe how this proposal could impact on Disability	Evidence	Mitigation measures				
		<p>against Census data for the catchment area.</p> <table border="1" data-bbox="999 344 1480 432"> <tr> <td>2018 Consultation</td> <td>11.7%</td> </tr> <tr> <td>2011 Census</td> <td>12.6%</td> </tr> </table> <p>As shown in the table above, marginally above the catchment average of disabled people therefore appear to use the library.</p>	2018 Consultation	11.7%	2011 Census	12.6%	
2018 Consultation	11.7%						
2011 Census	12.6%						
d) Tilehurst library		<p>The table below shows the proportion of respondents to the consultation that reported using Tilehurst Library as the main library, as well as having a disability, against Census data for the catchment area.</p> <table border="1" data-bbox="999 906 1496 994"> <tr> <td>2018 Consultation</td> <td>7.5%</td> </tr> <tr> <td>2011 Census</td> <td>15.5%</td> </tr> </table> <p>As shown in the table above, more than the catchment average of disabled people appear to use the library.</p>	2018 Consultation	7.5%	2011 Census	15.5%	
2018 Consultation	7.5%						
2011 Census	15.5%						
e) Battle Library		<p>The table below shows the proportion of respondents to the consultation that reported using Battle Library as the main library, as well as having a disability, against Census data for the catchment area.</p>					

Proposals	Describe how this proposal could impact on Disability	Evidence		Mitigation measures
		2018 Consultation	9.0%	
		2011 Census	10.5%	
f) Whitley Library		<p>As shown in the table above, more than the catchment average of disabled people appear to use the library.</p> <p>The table below shows the proportion of respondents to the consultation that reported using Whitley Library as the main library, as well as having a disability, against Census data for the catchment area.</p>		
		2018 Consultation	5.0%	
		2011 Census	15.2%	

Proposals	Describe how this proposal could impact on Sexual orientation (cover civil partnership)	Evidence	Mitigation measures
Reductions in opening hours (Battle, Caversham, Central, Palmer Park, Tilehurst, Whitley)	No differential impact is predicted on the grounds of sexual orientation.		The library service currently stocks, and will continue to stock, materials available to different groups. This includes literature which may hold greater appeal for LGBTQ groups. The service intends to maintain the diversity in available titles despite a reduced stock budget - reductions would be spread over stock areas.

Proposals	Describe how this proposal could impact on Age	Evidence	Mitigation measures
Reductions in opening hours (Battle, Caversham, Central, Palmer Park, Tilehurst, Whitley)	<p>Note:</p> <ul style="list-style-type: none"> <li>The number of residents in each catchment aged 0-17 and 65+, as recorded in the 2011 Census, has been included as a demographic indicator in determining needs/priorities for libraries in the Needs Assessment that was developed during the first phase of the Library Service review. This has therefore informed the development of recommendations.</li> <li>During the 2015 consultation, there was a higher proportion of respondents aged 65+ and fewer respondents aged 0-24 than represented in the resident population.</li> <li>A review of Active Borrowers dates of birth at the point of 1/4/2018, showed that Active Borrowers were more representative of the Reading population as a whole (with a greater proportion of young people amongst Active Borrowers). However, Adults aged 25-64 and 65+ continue to be over represented amongst users.</li> </ul>		

Proposals	Describe how this proposal could impact on Age	Evidence	Mitigation measures
	<ul style="list-style-type: none"> <li>41% of respondents to the reported that they visit libraries with children and young people aged 0-18 and 9% of respondents reported visiting with or on behalf of older persons, thereby indicating that there is additional, indirect, use of library services by a wider sample of these age groups.</li> </ul>		
a) Caversham Library	<p>A reduction in opening hours may have some impact for all users, and may disproportionately affect families with children, and adults of working age.</p> <ul style="list-style-type: none"> <li>A reduction in opening hours may see a reduction in the take-up of library services by school age children whose ability to access libraries is limited by attendance at school and college to afternoons and weekends in term time.</li> </ul>	<p>The highest number of 65+ year olds of any library catchment area in the borough live within the catchment area for Caversham Library (5,060). 65+ year olds make up 16% of residents in the catchment, while 23% of residents are aged 0-17 years. From the age profile of active borrowers where 13% of borrowers are aged 0-15 and 33% are 65+. This implies that young people are under-represented amongst borrowers, and older people are over-represented.</p>	As above
b) Palmer Park Library	<ul style="list-style-type: none"> <li>A reduction in opening hours may also see a reduction in the take-up of library services by working age adults whose ability to access libraries is limited by work patterns.</li> </ul>	<p>65+ year olds make up 7% of residents in the catchment, while 20% of residents are aged 0-17 years. From a review of the age profile of active borrowers, where 28% of borrowers are aged 0-15 and 15% are 65+, this implies that young people are over-represented and older people are under-represented.</p>	
c) Central Library		Central Library's catchment area includes	



Proposals	Describe how this proposal could impact on Age	Evidence	Mitigation measures
		<p>the highest number of 0-17 year olds (7,702).                      0-17 year olds make up 17% of residents in the catchment, while only 7% are aged 65+. When considering active borrowers, young people are underrepresented (19% are aged 0-24) and older people are overrepresented (15% are aged 65+).</p>	
d) Tilehurst library		<p>65+ year olds make up 16% of residents in the catchment, while 23% of residents are aged 0-17 years. From a review of the age profile of active borrowers, where 11% of borrowers are aged 0-15 and 38% are 65+, this implies that older people are over-represented while young people are under-represented.</p>	
e) Battle library		<p>The joint highest proportion of 0-17 year olds of any library catchment area in the borough live within the catchment area for Battle Library.                      65+ year olds make up 9% of residents in the catchment, while 25% of residents are aged 0-17 years. From a review of the age profile of active borrowers, where 19% of borrowers are aged 0-15 and 16% are 65+, this implies that the catchment and</p>	

Proposals	Describe how this proposal could impact on Age	Evidence	Mitigation measures
f) Whitley library		<p>library usage are fairly balanced.</p> <p>The joint highest proportion of 0-17 year olds of any library catchment area in the borough live within the catchment area for Whitley Library.</p> <p>65+ year olds make up 10% of residents in the catchment, while 25% of residents are aged 0-17 years. From a review of the age profile of active borrowers, where 61% of borrowers are aged 0-15 and 9% are 65+, this implies that young people are over-represented amongst borrowers, and older people are under-represented</p>	

Proposals	Describe how this proposal could impact Religious Belief	Evidence	Mitigation measures
Reductions in opening hours (Battle, Caversham, Central, Palmer Park, Tilehurst, Whitley)			The library service currently stocks, and will continue to stock, materials available to different groups. This includes literature which may hold greater appeal for users of various religious beliefs.

	There are no specific impacts anticipated for this category.		
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Make a Decision

If the impact is negative then you must consider whether you can legally justify it. If not you must set out how you will reduce or eliminate the impact. If you are not sure what the impact will be you MUST assume that there could be a negative impact. You may have to do further consultation or test out your proposal and monitor the impact before full implementation.

**Negative impact identified or uncertain**

As identified from the consultation exercise and outlined above, the proposed changes to the library service at the 6 library sites may result in some negative impacts upon certain protected groups.

The model used at Palmer Park library means that offering weekend or evening opening is not possible., If year round opening is to be provided, this does mean that there is an impact on users and reduced availability outside of school and weekday working hours.

Mitigations can be found at paragraphs 6.27-6.31of the main report.

All other sites, whilst having fewer hours overall, maintain levels of opening on different days, including an evening, some after school and some Saturday hours.

Mitigation measures, as listed above, have also been designed in order to avoid or reduce any differential impacts.

Signed (completing Officer)	Simon Smith	Date	May 2018
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Signed (Lead Officer)	Sarah Gee	Date	May 2018
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READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	POLICY COMMITTEE		
DATE:	16 JULY 2018	AGENDA ITEM:	14
TITLE:	COMMUNITY INFRASTRUCTURE LEVY - PROTOCOL AND PROPOSED CONSULTATION ON THE ALLOCATION OF 15% 'LOCAL' CONTRIBUTION		
LEAD COUNCILLOR:	CLLR LOVELOCK CLLR PAGE CLLR BROCK	PORTFOLIO:	LEADERSHIP STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT CORPORATE AND CONSUMER SERVICES
SERVICE:	FINANCE & PLANNING DEVELOPMENT AND REGULATORY SERVICES	WARDS:	BOROUGHWIDE
LEAD OFFICERS:	GIORGIO FRAMALICCO	TEL:	0118 9372604
JOB TITLE:	HEAD OF PLANING DEVELOPMENT AND REG SERVICES	E-MAIL:	<a href="mailto:giorgio.framalicco@reading.gov.uk">giorgio.framalicco@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 This report seeks to confirm a revised protocol in relation to the community infrastructure levy (CIL) and agree a list of proposed projects to be funded by the 'local' element of CIL for public consultation.

Appendices

- Appendix A - Updated Community Infrastructure Levy Protocol
- Appendix B - Community Infrastructure Levy - Local Areas
- Appendix C - CIL 15% receipts by ward and zone to 31 March 2018
- Appendix D - List of preferred projects for consultation

2. RECOMMENDED ACTION

- 2.1 Approve the updated protocol in relation to the use of Community Infrastructure Levy funds.
- 2.2 Agree to commence an online public consultation exercise on the proposed use of 15% CIL contributions based on projects listed in Appendix D attached to this report.
- 2.3 that following the completion of the public consultation exercise a report be presented to a future Policy Committee to agree the final allocation of funds and confirm spend approval for the projects listed.

### 3. POLICY CONTEXT

3.1 The Council's Corporate Plan 2016 - 2019 'Building a Better Reading' sets out the Council's priorities. These priorities include:

- Safeguarding and protecting those that are most vulnerable
- Providing the best life through education, early help and healthy living
- Providing homes for those in most need
- Keeping the town clean, safe, green and active
- Providing infrastructure to support the economy
- Remaining financially sustainable to deliver these service priorities

3.2 The Council's Capital Programme 2018 -21 was approved in February 2018 as part of the Council's Medium Term Financial Strategy. The Council continues to invest in Reading to provide new school places, homes, transport infrastructure and to improve facilities to meet the needs of the community and to support continued economic growth. However, the Council's financial position requires all capital spend projects to contribute directly to achieving the Council's Corporate Plan objectives and to be supported by a robust business case. The programme is, in part, funded from CIL receipts.

3.3 There is a strategic approach to funding the capital programme, with all sources of funding other than borrowing deployed, where permitted by grant or other conditions, in a non-earmarked manner to reduce the pressure on borrowing and its consequent revenue costs. However, any 'local' CIL funding (15% of the total collected) will continue to be allocated through member discretion to schemes that address corporate priorities.

3.4 The attached CIL protocol sets out how CIL receipts are used. It notes that CIL differs fundamentally from S106 in that the funds collected are not tied to a specific development or the provision of specific infrastructure. The protocol confirms that 80% of CIL receipts will be used to support the capital programme, 15% will be allocated to areas in which CIL liable development is taking place and 5% will be allocated to cover administration costs.

3.5 Since the commencement of the levy and up to the end of March 2018 a total CIL receipt of £6.624m has been received. 15% of the funds equates to £993.7k. Appendix C sets out the scale of the 15% local receipts received by zone and by ward.

### 4. THE PROPOSAL

#### The protocol:

4.1 The protocol has been amended since its initial presentation to Policy Committee. In relation to the use of the 15% local CIL an additional line has been added which states that the funds will be normally allocated to small scale projects of around £100k or less. Given the limited funds available a focus on the delivery of a greater number of small scale projects is considered appropriate. There may of course be exceptions should a piece of important infrastructure over this limit require investment.

4.2 The Committee are asked to approve the amended document.

#### Proposed allocation of 15% Local Funds

- 4.1 The protocol sets out a focus for the use of 15% CIL local funds as below and subject to the project according with a number of principles:
- Open space improvements / small scale leisure;
  - Local highway improvement projects
  - Air quality
  - Community improvements
  - Renewable energy infrastructure
  - Economic Support
  - Other measures which help to mitigate the impact the development has on the area.
- 4.2 Appendix B provides a map of ‘local areas’ essentially the grouping of wards into four zones to ensure that CIL contributions collected are allocated fairly and from where the development providing the contribution took place.
- 4.3 In accordance with the CIL protocol a number of projects which could benefit from the 15% local CIL contributions have been developed. Projects are identified by zone and ward in Appendix D.
- 4.4 It is noted that this is first time that proposals for the use of 15% local CIL are being put forward. Other projects may come forward which are not listed in the Appendix and not all projects set out will receive funding. Additional projects and unfunded projects will be added or will remain on the list of schemes and may receive 15% local CIL funding in future years.

#### Next Stages and Timeline

- 4.4 Subject to Policy Committee’s approval the intention is to carry out an online consultation of the proposed use of 15% local CIL over the summer. The outcomes of the consultation will be considered by a future Policy Committee in the Autumn. The same report will seek spend approval for the recommended projects.

#### Options Considered

- 4.5 An option would be to carry over the majority of 15% local funds to contribute to the Council’s future capital programme especially in relation to small scale leisure or highway projects which have traditionally received Section 106 funds.

### 5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 The proposals to use CIL 15% local contribution supports a number of strategic aims. Given the proposed allocation of the majority of funds to transport and open space / leisure, community and the historic environment proposals the recommendation sets out in this report mainly support:

- Providing the best life through education, early help and healthy living
- Keeping the town clean, safe, green and active
- Providing infrastructure to support the economy

### 6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 An on line public consultation on the proposals will be undertaken in the Summer. Residents will be asked if they support the list of projects proposed to receive 15% local CIL funding. The consultation will make it clear that not all schemes will



receive funding given that the total cost of all the projects exceeds the available funds.

## 7. EQUALITY IMPACT ASSESSMENT

7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to –

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

7.2 It is not considered that that an Equality Impact Assessment (EIA) is relevant to the decisions related to the use CIL 15% local.

## 8. LEGAL IMPLICATIONS

8.1 The Community Infrastructure Levy Regulations provides the framework for the use of CIL contributions. The protocol attached to this report sets out how the allocations of CIL will be administered which is in line with those regulations. Public consultation on the use of 15% local funds is required but the form in which the consultation is undertaken is not prescribed.

## 9 FINANCIAL IMPLICATIONS

9.1 CIL funds can be used flexibly to fund any infrastructure projects as defined within the regulations and contained in the Council's Regulation 123 list and are not tied to a specific development or the provision of specific infrastructure. 80% of CIL receipts will be used to fund strategic infrastructure through the Council's capital programme. 15% will be spent in the 'relevant local area' in which development is occurring. The 15% local CIL does not have to be spent on items on the Regulation 123 list. 5% will be allocated to cover CIL administration costs.

9.2 The balance of CIL held by the Council at the end of March 2018 is £5.717m. Of this, £4.392m is available to fund strategic infrastructure, £0.994m to fund projects in the local areas and £0.331m to fund CIL administration costs.

9.3 The CIL protocol sets out proposed procedures for dealing with the allocation monitoring of the use of all CIL receipts and provides a framework for identifying projects that contribute to achieving the Council's strategic priorities while meeting CIL regulations. This will enable the optimum use of the finite resources available.

## Community Infrastructure Levy (CIL) - Draft Spend Protocol

This protocol sets out proposed procedures for dealing with the allocation and monitoring of the spending of income arising from the Community Infrastructure Levy (CIL).

CIL differs fundamentally from S106 in that the funds collected are not tied to a specific development or the provision of specific infrastructure. Unlike infrastructure provided through S106 planning obligations, which must be necessary to mitigate the impact of a particular development and used only for that specific purpose, CIL funds can be used flexibly to fund any infrastructure as defined within the regulations and contained in the Council's Regulation 123 list. They can be pooled freely (unlike S106) to fund infrastructure priorities and collectively between authorities towards larger strategic investments. They should be seen as a contribution to assisting with the provision of overall infrastructure priorities which may well change over time.

### Framework for Determining Expenditure of CIL Monies

Authorities are required to set out their priorities for expenditure through a Regulation 123 list. The current Regulation 123 list for Reading Borough was based on an Infrastructure Delivery Plan that was produced as part of the preparation of the local plan, and in consultation with the various spending services. A copy of the Regulation 123 list was approved as part of the papers submitted to the Secretary of State for approval of the Council's CIL Charging Schedule. It is dated March 2014 and is available on the Council's website (link tbc). The Regulation 123 List refers to the types of infrastructure but does not specify particular schemes or projects. The priorities relate to:

- Transport infrastructure
- Education facilities projects
- Social / Community facilities
- Leisure and Culture facilities
- Open spaces, sports, recreation, green infrastructure, public realm and environmental improvement projects
- Economic Support
- Renewable Energy Infrastructure
- Air Quality

The CIL regulations set out specific requirements on local authorities to monitor, report and publish, annually, details of all funding received and all expenditure of CIL funding. This will be completed through the annual report presented to Policy Committee in the summer of each year.

Regulation 59F of the CIL Regulations 2010 (as amended)) requires that at least 15% of CIL monies should be spent in the 'relevant local area' in which development is occurring. The requirement is that the local authority ensures that at least 15% of receipts are directed to areas subject to development. It should be noted that these monies (which are referred to as the 'meaningful proportion') do not have to be spent on items on the Regulation 123 list, but could be spent on anything to help mitigate the impact the development has on the area.

## Proposed Allocation of Expenditure

The principles are that expenditure will be;

80%:

- on infrastructure as defined in the regulations.
- in accordance with priorities set out in the Council's Regulation 123 list at the time the expenditure is authorised; The contents of the Council's Regulation 123 list will reflect the Council's infrastructure priorities as set out in the Infrastructure Delivery Plan and capital programme.

15%

- at least 15% must be allocated to areas in which CIL liable development is taking place.
- can be allocated to 'infrastructure' listed or not listed on the Regulation 123 list.
- spending needs to meet the requirement to 'support the development of the area'.
- A consultation on the approach to how the Council uses the local contribution will be required. The final allocation of any CIL money, including the local contribution will be made by the Council's Policy Committee.
- Allocations for spending the 15% local contribution will be for CIL receipts received up to the end of September in the previous year.

5%

- 5% of receipts will be allocated to cover administration costs.

The Council's February budget report includes the Council capital programme and an indication of how it will be financed overall including any planned use of CIL receipts. The programme shows proposals for the forthcoming year with some forward planning/commitments for the following two years (i.e. a rolling 3 year programme). based on development monitoring and CIL database information. When the Council approves the budget it will also therefore approve in principle the allocation of how 80% of CIL receipts will be spent.

The financial year end report (presented in the early summer) will provide as necessary a listing of development by relevant area where CIL receipts have occurred or where they are expected imminently. It will indicate the level of CIL receipt from each listed development and thus a calculation of the minimum level of 15% that should be allocated to the relevant area. For the purposes of CIL the relevant local area will be based on the attached plan (Appendix C) showing the Borough divided into four areas; Central, North, South and West. The areas are made up of a number of wards and the boundaries follow ward boundaries.

Although spend would normally take place in the 'area' it is likely that some developments, say on the cusp of a boundary, may mean that some flexibility will need to be applied to some cases. In any event, when allocating the 15% local contribution, consideration needs to be given to the location of the development providing the CIL receipt and the impacts that the development has on its neighbourhood.

There is provision within the regulations for the local authority to allocate up to 5% of CIL receipts to the administration of the scheme. Set up costs, the costs of items such as the purchase of software, and the staffing costs involved in administering the

scheme can be paid for directly from CIL receipts. Costs will be incurred by Planning, Finance and Legal Sections and any other sections with an input into the administration of CIL within the authority. Accordingly, up to 5% of CIL receipts will be allocated to cover all administration costs, albeit this figure can be reviewed from time to time.

Infrastructure Prioritisation Criteria (for 80% Allocation)

The use of 80% of CIL will be focused on:

- Education
- Strategic Transport Projects
- Strategic Leisure / Culture

Which accord with the following:

Must be included in the Regulation 123 list
Be included in the Infrastructure Development Plan and / or Approved Capital Programme.
May enable other funds that would not otherwise be available or offer a financial return on investment, e.g. needed to match or draw grant funding
Address a specific impact of new development beyond that which has been secured through a S106 obligation or S278 agreement
Contribute to the delivery of key development sites in the district to realise the Core Strategy / Local Plan proposals

The use of the 15% of CIL which is allocated 'locally' could, as alternatives to the priority projects in the area being funded under the 80% above, be focused on:

- Open space improvements / small scale leisure;
- Local highway improvement projects
- Air quality
- Community improvements
- Renewable energy infrastructure
- Economic Support
- Other measures which help to mitigate the impact the development has on the area.

Which must accord with following:

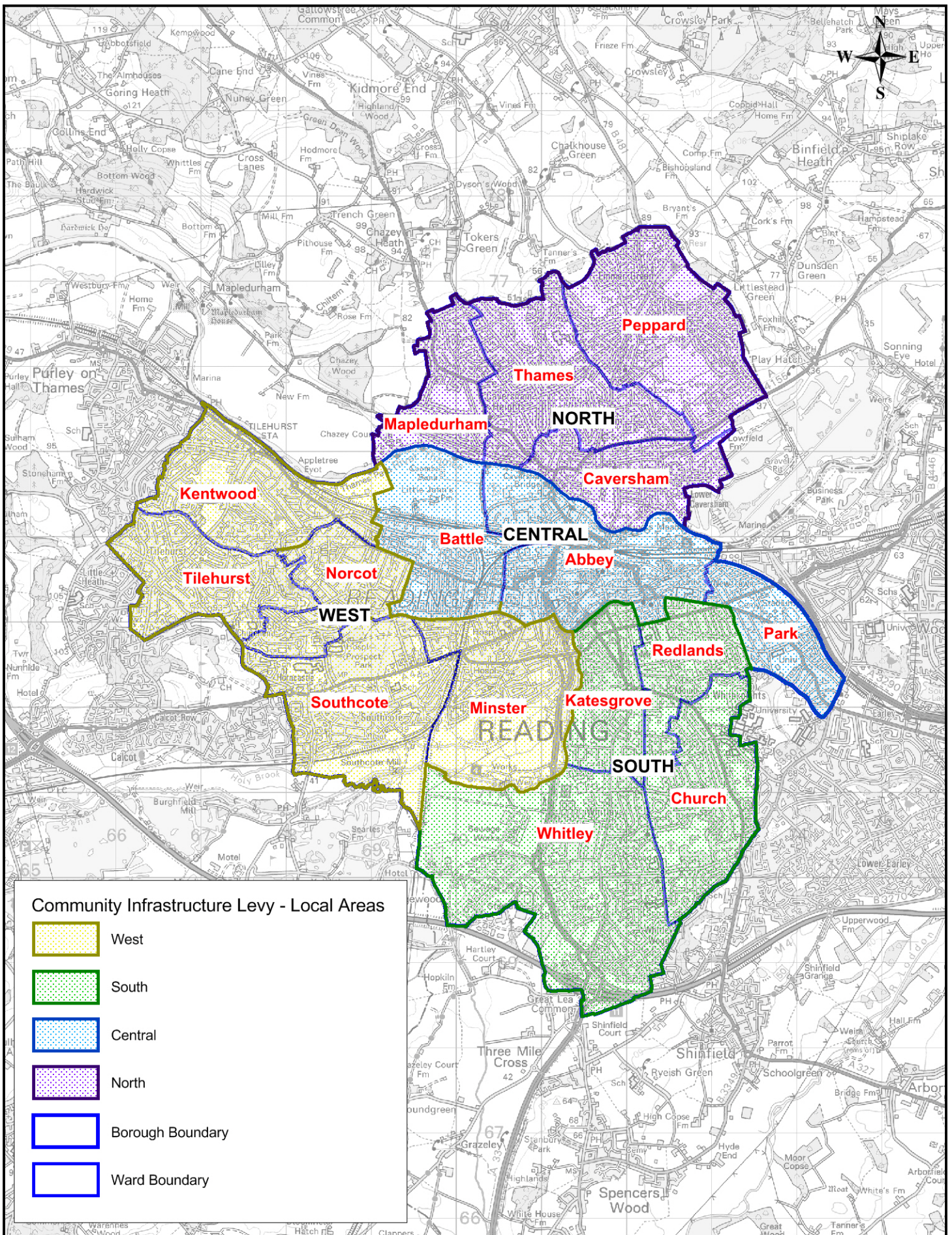
Support: (a) the provision, improvement, replacement, operation or maintenance of <u>local</u> facilities and/or infrastructure; or (b) anything else that is concerned with addressing the demands that development places on a local area.
May be included in the IDP and / or Approved Capital Programme.
May enable other funds that would not otherwise be

available or offer a financial return on investment, e.g. needed to match or draw grant funding
Address a specific impact of new development beyond that which has been secured through a S106 obligation or S278 agreement
Contribute to the delivery of key development sites in the district to realise the Core Strategy / Local Plan proposals

In regards to how the 15% allocation will be processed:

- Council officers will use the information available to put forward projects; these could be from proposals that have been identified via committees, on work programmes, through surveys or elsewhere. Such proposals may include improvements to Parks and Open Spaces or highway schemes, for example;
- Initial proposals will be discussed with lead councillors;
- Given that funds are limited the use of 15% local CIL funds will be normally allocated to small scale projects or around £100k or less.
- Public consultation on the possible alternative spending priorities under the local community 15% spend will take place in the Summer / Autumn of each year seeking to agree the funds received up to the end of September of the previous year.
- The final allocation of funds will be made by the Policy Committee. This could be on an annual or biannual basis or as and when depending on the priority of the scheme.





Title: Community Infrastructure Levy - Local Areas

Drg.No.:

Date: 20/01/2017

Scale at A4: 1:58000



Produced by GIS & Mapping Services

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Appendix C - CIL 15% receipts by ward and zone to 31 March 2018

		Received		
		2015- 2017	2017-2018	
Ward	Zone	Amount (£)	Amount (£)	% of total
	Central	115,699	141,469	26%
	North	7,515	8,700	2%
	South	125,549	294,348	42%
	West	77,161	223,304	30%
	Total	325,923	667,821	100%
Caversham				
Mapledurham		5,349	2,604	0.8%
Peppard		2,166	6,096	0.8%
Thames				0.0%
Park				0.0%
Battle		2,727	3,601	0.6%
Abbey		112,971	137,869	25.2%
Whitley		73,927	284,646	36.1%
Redlands		51,622	5,320	5.7%
Katesgrove			184	0.0%
Church			4,198	0.4%
Tilehurst		3,474		0.3%
Southcote		45,613	146,939	19.4%
Norcot		368		0.0%
Minster		23,945	76,365	10.1%
Kentwood		3,762		0.4%
	Total	325,923	667,821	100%
	Grand Total	993,743.55		

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	1	Abbey	Central	Dog Fountain - St Lawrence's Churchyard		St Lawrence's Churchyard	Refurbishment and repair. New railings and low wall.	Anticipated Costs: £30K
Transport	2	Abbey	Central	Town Centre Monuments and Statues		Town Centre - Various	Inspection, cleaning and repairs	Anticipated Costs: £50K
Transport	3	Abbey	Central	War Memorials & Public Art		Town Centre - Various	Inventory, maintenance and cleaning of war memorials & public art	Anticipated Costs: £100K



Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	4	Borough-wide	All	Signing	Borough-wide	Borough-wide	Sign de-cluttering and consolidation. Following report to Sept 2013 TMSC and release of the Traffic Signs, Regulations and General Directions in April 2016, removal of unnecessary/non-compliant signing, consolidation of existing, including posts. Benefits will be an improvement to the street scene, improved clarity of signing, reduced maintenance costs and reduced electrical costs for illuminated signs.	<ul style="list-style-type: none"> <li>• Casualty Data: N/A</li> <li>• Benefits/Impact: Improved street scene and clarity of important information. Removal of signs that no longer comply with regulations, increased footway width from removal of unnecessary poles, reduced maintenance and electrical costs relating to illuminated signs.</li> <li>• Anticipated Costs: £50k.</li> <li>• Recommended Action: Recommended for further and ongoing investigation.</li> </ul>
Transport	5	Caversham	North	Pedestrian Crossing	Briants Avenue	Near to South View Avenue	Local resident requested formal crossing (e.g. zebra) to ease the crossing of Briants Avenue. There is no controlled pedestrian crossing along Briants Avenue.	<ul style="list-style-type: none"> <li>• General: It is likely that any potential location for such a facility will be a reasonable distance away from the junction with South View Avenue (and the bend in the road) to satisfy the required forward visibility to the crossing. Surveys would need to be conducted to consider whether a crossing in such a location would be sufficiently used. Consideration could be made for introducing imprints at the informal crossings at the northern side, or raised informal crossings that could act as a speed calming feature also, in the context of the proposed 20mph zone.</li> <li>• Casualty Data: Over the latest 3 year period (up to June 2017), 1 serious and 2 slight incidents involving injury, where pedestrians have been crossing the road. There are a number of causation factors, but all incidents are at the northern end of the street.</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £75k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	6	Caversham	North	Pedestrian Crossing	Gosbrook Road	Linking Westfield Road park footpath with the Christchurch Meadows footpath, which leads to the new pedestrian/cycle bridge	A petition to install a zebra crossing on Gosbrook Road was reported to Jan 2016 TMSC. An update report went to March 2016 TM sub, with proposals reported to June 2016 TMSC. An outline zebra crossing design & results of parking consultation were reported at Sept 2016 TMSC.	<ul style="list-style-type: none"> <li>• General: This scheme is awaiting funding to enable it to progress to detailed design and implementation. Ground investigation works will determine the deliverability of the proposal. Details of the proposals have been reported to TMSC and Officers have agreement to proceed.</li> <li>• Casualty Data: Previously reported to TMSC.</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: Estimated £50k</li> <li>• Recommended Action: Recommended for progression, as per TMSC agreement.</li> </ul>

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	7	Caversham	North	20mph	Various	Lower Caversham and Amersham Road area	A report to Sept 2016 TMSO proposed a 20mph zone that could cover the Lower Caversham and Amersham Road estate areas. This report was the result of a number of petitions and requests for 20mph in these areas. It was agreed that there would need to be further consultation with Councillors and CADRA, but noted that there was currently no funding for the scheme.	<ul style="list-style-type: none"> <li>• General: This scheme is awaiting funding to enable it to be fully investigated (e.g. conducting speed surveys) and to progress to detailed design and implementation.</li> <li>• Casualty Data: This will be investigated, alongside surveys, as the scope of the scheme is developed.</li> <li>• Benefits/Impact: Reduced speeds around this busy area of Caversham.</li> <li>• Anticipated Costs: Survey: £100k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	8	Church	South	Zebra Crossing	Whitley Wood Road	Desire crossing line to and from school	Councillor Pearce requested officer to investigate the possibility of a zebra crossing for access to The Ridgeway Primary.	<ul style="list-style-type: none"> <li>• General: Delivery of the scheme is subject to funding, potential S106 from The Ridgeway school expansion work.</li> <li>• Casualty Data: No incidents involving pedestrian casualties on Whitley Wood Road (in the vicinity of the school) in the latest 3 year period (up to September 2017).</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities.</li> <li>• Anticipated Costs: £50k</li> <li>• Recommended Action: Recommended for further investigation</li> </ul>
Transport	9	Church / Katesgrove / Redlands	South	20mph zone & pedestrian crossing	Northumberland Avenue	In the vicinity of Reading Girls School	Extension of the 20mph zone beyond Reading Girls School and improved crossing facility outside the school.	<ul style="list-style-type: none"> <li>• General: There are different pedestrian crossing options that can be considered, such as a raised-level crossing or zebra crossing. These options all have compromises (e.g. the zebra crossing beacons narrowing the footway and requiring the expensive connection to electrical supplies) and all will be subject to finding a suitable location, considering the abundance of driveways in the vicinity of the school. This will also be a consideration for any traffic calming features, as well as the street being a bus route and an (likely) important emergency service vehicle route.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to September 2017) where speeding has been considered a contributing factor.</li> <li>• Benefits/Impact: Reduced vehicle speeds, but need to consider the impact of the required traffic calming features on emergency service vehicles and residents (potentially increased traffic noise, driveway access/egress). Formalised crossing facility may reduce ad-hoc pedestrian crossing movements.</li> <li>• Anticipated Costs: £40k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	10	Katesgrove	South	Signing	Elgar Road	Entrance from Pell Street	Complaint from resident stating that many HGVs come down the road, probably following a sat nav and trying to get to Elgar Road south. They then reverse the entire road and have caused damage to vehicles and obstruction of the street.	<ul style="list-style-type: none"> <li>• General: A signing review can be conducted to investigate signing/lining that could discourage this movement.</li> <li>• Casualty Data: No incidents in the latest 3 year period of data (up to June 2017) that can be attributed to this concern.</li> <li>• Benefits/Impact: Anticipated reduction in problematic vehicle movements and reduction in risks of traffic collisions/third-party damages.</li> <li>• Anticipated Costs: £10k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	11	Katesgrove / Minster	South and West	Signing	London Road, Crown Street	Approaching the junction with Pell Street	Linked with the Elgar Road concerns, Officers have passed on concerns raised at NAG meetings, that HGVs are not noticing the weight limit signs for the Berkeley Avenue / A33 overbridge until they are on Pell Street.	<ul style="list-style-type: none"> <li>• General: A signing review can be conducted to investigate signing alterations that can be used to better direct HGVs around this weight limit.</li> <li>• Casualty Data: No incidents in the latest 3 year period of data (up to June 2017) that can be attributed to this concern.</li> <li>• Benefits/Impact: Anticipated reduction in problematic vehicle movements.</li> <li>• Anticipated Costs: £50k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	12	Kentwood	West	Road Marking	Oxford Road	Entrance to & exit from the car wash, to the side of The Restoration PH	Councillor requested, on behalf of cyclist, the installation of some markings to discourage waiting vehicles stopping across the cycleway, and to highlight the presence of the cycleway at the exit of the car wash.	<ul style="list-style-type: none"> <li>• General: Assistance could be provided with KEEP CLEAR and other minor lining works.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to September 2017) at these locations.</li> <li>• Benefits/Impact: Potential reduction in cycleway blocking, although this isn't enforceable, and greater clarity of the cycleway crossing upon exit of the car wash.</li> <li>• Anticipated Costs: £5k.</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	13	Kentwood	West	Pedestrian Crossing	Oxford Road & Overdown Road	Oxford Road (east side of Overdown Road roundabout) & Overdown Road (near to Oxford Road roundabout)	Councillor has raised resident concerns regarding the lack of assisted (formal) pedestrian crossings at these busy locations.	<ul style="list-style-type: none"> <li>• General: Consideration could be made for introducing imprints at the informal crossings at the northern side, or raised informal crossings that could act as a speed calming feature also, to zebra crossing.</li> <li>• Casualty Data: No incidents involving pedestrian casualties in the latest 3 year period (up to June 2017).</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £50k.</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	14	Mapledur-ham	North	Pedestrian Crossing	Upper Woodcote Road	General	A number of requests have been made for improvements to pedestrian crossings (and increased numbers) along the street.	<ul style="list-style-type: none"> <li>• General: There are no controlled crossings along the street and a limited number of refuge islands. There would be benefit in considering some of the areas that attract a higher footfall and providing appropriate facilities to assist pedestrians. Facilities could range from imprinting, to assisted crossings (e.g. zebra crossings)</li> <li>• Casualty Data: No incidents involving pedestrian casualties in the latest 3 year period (up to June 2017).</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £50k.</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	15	Mapledur-ham / Thames	North	Signing	Conisboro Avenue / Sandcroft Road	At the bend in the road, where the streets meet.	Councillor requested, on behalf of residents, the installation of 'bend in the road' advance warning signs and a 'no through road' sign for Conisboro Avenue, to the north of this bend.	<ul style="list-style-type: none"> <li>• Casualty Data: The only recorded injury incident on our database was in 1995.</li> <li>• Benefits/Impact: Improve the advance 'visibility' of this corner and hopeful reduction in the number of non-injury incidents and 'near-misses' that are not reflected in the casualty data, but reported by residents.</li> <li>• Anticipated Costs: £5k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	16	Minster	West	20mph zone & width restriction	Brunswick Street and Western Road	Whole length	Petition received at September 2017 TMS. The petition requested the implementation of a 20mph zone and a 6ft'6 width restriction installed, due to the narrowing at the junction of these two streets and the damage being caused to vehicles.	<ul style="list-style-type: none"> <li>• General: The Traffic Management Sub-Committee agreed for Officers to investigate this request.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to September 2017).</li> <li>• Benefits/Impact: Reduced vehicle speeds, but need to consider the impact of the required traffic calming features on residents (potentially increased traffic noise). The enforcement of width restrictions lays with the Police only.</li> <li>• Anticipated Costs: £50k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	17	Minster	West	20mph	Southcote Road & Westcote Road	Entire lengths	A local resident has raised concerns about the perceived speeding of motorists along these streets.	<ul style="list-style-type: none"> <li>• General: It is likely that Southcote Road acts as a popular rat-run between Bath Road and Tilehurst Road. It would be beneficial to conduct surveys to assess vehicle speeds and appropriate measures.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to June 2017) where speeding has been considered a contributing factor.</li> <li>• Benefits/Impact: Reduced vehicle speeds, but need to consider the impact of the required traffic calming features on emergency service vehicles and residents (potentially increased traffic noise). Could deter some of the rat-running, though need to consider whether this is an issue that also requires attention.</li> <li>• Anticipated Costs: £30k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	18	Norcot	West	Signing / Lining	Grovelands Road	At the double roundabout	Complaints from residents about vehicles speeding through the double mini roundabout. Ward Councillor has requested some amendments to emphasise the roundabouts and encourage vehicles to slow down.	<ul style="list-style-type: none"> <li>• General: Potential for lining (potentially including some signing) alterations that could encourage vehicles to slow down and further highlight the presence of the roundabout.</li> <li>• Casualty Data: No incidents in the latest 3 year period of data (up to June 2017).</li> <li>• Benefits/Impact: Potential improvement in the compliance of the give-ways at the roundabout and a reduction in vehicle speeds on approach.</li> <li>• Anticipated Costs: £15k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	19	Peppard	North	Zebra Crossing	Caversham Park Road	In place of the uncontrolled crossing between Littlestead Close and the bus stop opposite.	Resident concern about difficulties in crossing the road, particularly for the elderly and for parents with young children. Resident would like a controlled crossing to be installed at this location to improve pedestrian safety.	<ul style="list-style-type: none"> <li>• General: Officers have measured the visibility from the crossing, which meets design guidelines. The implementation of a controlled crossing will require movement of the bus stop and hard-standing on the verge and a re-profiling of the footway on the western side.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to September 2017).</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities.</li> <li>• Anticipated Costs: £50-75k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	20	Redlands	South	Pedestrian Crossing	Addington Road	Between Addington / Erleigh Road and Addington/Eastern Ave jcns	Request via NAG for a controlled crossing at this location.	<ul style="list-style-type: none"> <li>• General: It would be beneficial to survey this vicinity to assess the footfall and any desire line for pedestrians crossing. This is within the 20mph zone and measures from imprinting to assisted crossings could be considered, if appropriate.</li> <li>• Casualty Data: No incidents involving pedestrian casualties in the latest 3 year period (up to June 2017).</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £50k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	21	Redlands	South	Road Marking	Morpeth Close	Entire Street	Councillor requested the investigation of installing parking bay markings to assist in easing some of the area parking issues.	<ul style="list-style-type: none"> <li>• General: These marked bays would not have any legal waiting restriction behind them, so would not require formal consultation and a TRO. This will significantly reduce the resource requirements for the proposal. It is likely that the number of marked bays that could be installed will be lower than the number of vehicles that could park in the area at present, should they do so considerately.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to September 2017).</li> <li>• Benefits/Impact: Potential improvement in parking management, but could reduce the parking capacity at times, when compared with the current unmanaged area.</li> <li>• Anticipated Costs: £5k.</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>



Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	22	Thames	North	Speed Calming	Albert Road	Entire length	<p>Councillor request to install speed calming measures along the length of Albert Road, following requests from residents. Also to consider 'pushing out' the Highmoor Road junction stop line. Report to TMSC in September 2017 provides indicative costs for speed calming measures.</p>	<ul style="list-style-type: none"> <li>• General: Previous reports to TMSC, relating to Highmoor Road/Albert Road jcn Highway safety, have identified traffic speeds and have made clear the causes of casualty and fatality incidents.</li> <li>• Casualty Data: Latest 3 year period (up to June 2017) show no incidents involving casualties, where speeding has been considered as a contributing factor. Speed surveys in 2016 recorded average speeds at 23.1mph (northbound) and 23.7mph (southbound). Casualty data for Highmoor Road junction have previously been reported at TMSC.</li> <li>• Benefits/Impact: Depending on options considered, traffic speeds could be reduced by speed calming. This could have a negative impact for public transport and emergency service vehicles and create additional traffic noise for residents. The movement of the Highmoor Road stop line could improve visibility when exiting the road.</li> <li>• Anticipated Costs: £100k</li> <li>• Recommended Action: Recommended that scheme remains on this list.</li> </ul>
Transport	23	Thames	North	Pedestrian Crossing	Rotherfield Way	South-west of its junction with Surley Row	<p>A petition to install 'safe crossing places' on Rotherfield Way was reported to Jan 2016 TMSC. An update report went to March 2016 TMSC. A further update report (with an outline zebra crossing design) was reported to June 2016 TMSC.</p>	<ul style="list-style-type: none"> <li>• General: This scheme is awaiting funding to enable it to progress to detailed design and implementation. Ground investigation works will determine the deliverability of the proposal.</li> <li>• Casualty Data: Previously reported to TMSC.</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £20k</li> <li>• Recommended Action: Recommended for progression, as per TMSC agreement.</li> </ul>

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	24	Tilehurst	West	Pedestrian Crossing	Church End Lane	In the vicinity of Moorlands Primary School	Petition received at November 2017 TMSC for the installation of controlled pedestrian crossing facilities at this junction.	<ul style="list-style-type: none"> <li>• General: The petition update report at Jan 2018 TMSC noted that potential development works at the school could realise some funding availability for implementing an enhanced crossing facility. Once this funding has been identified, it was recommended that Officers look at options with the school, which need not be controlled crossing facilities, such as a zebra crossing.</li> <li>• Casualty Data: One slight vehicle accident reported in the latest 3 year period (up to September 2017). No pedestrians involved.</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities.</li> <li>• Anticipated Costs: £50k. It is hoped that this could be funded from proposed development works at the school.</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	25	Tilehurst	West	20mph zone & One-way plug	Recreation Road	Entire length, considering Blundells Road also.	A petition to September 2014 TMSC requested measures to address rat-running traffic and perceived traffic speeding issues. The petition included a request for 20mph speed limits and consideration of a one-way plug.	<ul style="list-style-type: none"> <li>• General: It would be beneficial to conduct speed and traffic flow surveys (the traffic flow surveys should be conducted during - and outside of - school holidays) to provide the data for consideration in any proposals.</li> <li>• Benefits/Impact: Reduced traffic volumes and reduced vehicle speeds.</li> <li>• Anticipated Costs: £30k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	26	Tilehurst	West	20mph & Pedestrian Crossing	School Road	Outside The Laurels	Concerns raised regarding perceived vehicle speeds and distance to the nearest assisted crossing point. Requested to consider lowering the speed limit and enhanced crossing facility in this location.	<ul style="list-style-type: none"> <li>• General: Considering the proximity to the school, we would need to survey pedestrian flows and consider implementing a controlled crossing (e.g. zebra crossing).</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to June 2017) where speeding has been considered a contributing factor, or where pedestrians crossing the street have been injured.</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities, particularly beneficial at school drop-off/pick-up times. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £50k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>



Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Transport	27	Tilehurst	West	Lining Alteration	The Meadway	Roundabout with St Michaels Road	Request to review lining on approaches ('unnecessary' 2 lane approaches) to encourage correct use of the roundabout and reduce the number of vehicles cutting across it.	<ul style="list-style-type: none"> <li>• General: Officers agree that reducing the number of lanes on approach to this mini roundabout could have a positive impact on driver behaviour and improve compliance.</li> <li>• Casualty Data: 1 serious and 2 slight injuries in the latest 3 year period (up to June 2017), where vehicles have failed to give way. However, these incidents were recorded with a number of contributing factors.</li> <li>• Benefits/Impact: Improved driver behaviour and compliance at the roundabout.</li> <li>• Anticipated Costs: £10k.</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	28	Tilehurst / Kentwood	West	Pedestrian Crossing	Norcot Road	o/s 101	Councillor requested that the refuge island is converted to a full pedestrian crossing, as the island is too small for push chairs. This would also be a safety benefit for school children.	<ul style="list-style-type: none"> <li>• General: This location is a significant distance from the nearest controlled crossings and near to the linking footway between Norcot Road and Wealden Way. It will be necessary to conduct surveys to assess the footfall and desire line for pedestrians and consider an appropriate facility.</li> <li>• Casualty Data: No incidents involving pedestrian casualties in the latest 3 year period (up to June 2017).</li> <li>• Benefits/Impact: Improved pedestrian crossing facilities. Potential reduction in vehicle speeds.</li> <li>• Anticipated Costs: £50k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	29	Tilehurst / Kentwood	West	20mph zone	Westwood Road	Whole length	Request received for a reduced speed limit and traffic calming measures to be installed.	<ul style="list-style-type: none"> <li>• General: If this proposal is developed, there would need to be supplementary traffic calming features added. There would need to careful consideration of the type of measure, as this is a bus route and will be a key emergency service vehicle route for parts of Tilehurst and beyond.</li> <li>• Casualty Data: No incidents involving casualties in the latest 3 year period (up to September 2017) where speeding has been considered a contributing factor.</li> <li>• Benefits/Impact: Reduced vehicle speeds, but need to consider the impact of the required traffic calming features on emergency service vehicles and residents (potentially increased traffic noise).</li> <li>• Anticipated Costs: £75k</li> <li>• Recommended Action: Recommended for further investigation.</li> </ul>
Transport	30	Boroughwide	All	Graffiti Removal Project	Various	Various	Highway & Cleansing Inspections	Anticipated Costs: £75k
Transport	31	Abby/Redlands	Central/South	Speed Calming	Borough-wide	G20	Possible purchase of speed cameras to strengthen enforcement of 20MPH areas in Reading - £75-100k.	Would support the enforcement of 20MPH areas.

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Heritage	32	Abbey	Central	Conservation	Borough-wide		Contribution to Promotion and Enhancement of Conservation Areas". £50k.	Contribution would support work related to the enhancement of conservaton areas.
Heritage	33	Abbey	Central	Street lighting	Chestnut Walk		Possible retention of some heritage street lamp posts such as along Chestnut Walk and in the Addison Rd area". £25k	Support heritage features in neighbourhoods.
Leisure	34	Kentwood	West	Play area improvements	Armour Hill/Oak Tree Road	Arthur Newbery Park	The large main play unit is over 30yrs old and needs replacing. Parts are obsolete and have to be specially hand made.	£100k The remaining play equipment is in good condition following recent investment. A very popular and heavily used site.
Leisure	35	Kentwood	West	Play area improvements	Oxford Road	Oxford Road Recreation Ground	The play equipment is very old and in need of replacement.	£95k A valued and well used space within a densely populated area.
Leisure	36	Tilehurst	West	Play area improvements	Ayrton Senna Road	Ayrton Senna Play Area	The single unit is reaching the end of its life. The area requires landscaping.	£20k This is a very small site with only one item of play equipment with little play value and is hardly ever used.
Leisure	37	Tilehurst	West	Play area improvements	Recreation Road	Blagrove Recreation Ground	There are 2 separate play areas within the park and the equipment in both is approx. 30yrs old and in urgent need of replacement.	£100k One area is for toddler play (0-5yrs) and the other area is aimed at juniors (5+yrs).
Leisure	38	Southcote	West	Footpaths and main drive	Liebenrood Road	Prospect Park	Continue to improve internal path network. Resurface and remark main drive.	£100k As Reading's largest park, ongoing investment is required.
Leisure	39	Minster	West	New sports/fitness facilities	St. Saviours Road	Coley Recreation Ground	New outdoor gym stations and associated infrastructure.	£65k This will compliment the existing sports facilities on site (football, basketball, tennis and cricket) which are popular and very well used.
Leisure	40	Minster	West	Play area improvements	Dover Street	Dover Street Play Area	All the equipment and surfacing is at the end of its life.	£85k This steep sloping site restricts improvement and is totally unsuitable for children with disabilities. It receives very little use and suffers from regular drug abuse and anti social behaviour.
Leisure	41	Norcot	West	Play area improvements	Moriston Close	Moriston Close Play Area	Play equipment is old and has little play value.	£30k The play area is hardly ever used and the size of the site limits any improvements. It is surrounded by open space.
Leisure	42	Redlands	South	Play area improvements	Cintra Avenue	Cintra Park	New play equipment is required to replace the older units.	£95k Very popular and well used site.
Leisure	43	Katesgrove	South	Teen provision	Long Barn Lane	Long Barn Lane Recreation Ground	Installation of specialised teen equipment.	£80k The site has a history of misuse and abuse so new facilities will need to be particularly robust.
Leisure	44	Whitley	South	Landscaping improvements	Harness Close	South Whitley Park	Relandscape the area next to the ballcourt and swings.	£15k The existing basket swings are popular but cable runway is impossible to maintain due to repeated vandalism. Area surrounding swings is unusable for much of the year due to standing water. Area to be landscaped to support informal play, look attractive and make best of of areas that will drain.
Leisure	45	Katesgrove	South	Play area improvements	Spring Gardens	The Tank	New play equipment and fencing around the ballcourt is required.	£85k Flooding ussue now resolved. Decaying equipment needs replacing.
Leisure	46	Katesgrove	South	Play area improvements	St Giles Close	St. Giles Close Play Area	Very small site with little scope for improvement.	£60k The site suffers from serious anti-social behaviour and is very rarely used. Limited equipment due to size constraints.
Leisure	47	Katesgrove	South	Play area improvements	Elgar Road (North)	Waterloo Meadows	Some items of play equipment need replacing along with safety surfacing.	£95k Popular and well used site.
Leisure	48	Abbey	Central	Play area improvements	Avon Place	Avon Place play area G21	All toddler equipment needs replacing but the site is rarely used given the constraints because of its size.	£65k Equipment has very little play value and suffers constant abuse and anti-social behaviour.

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Leisure	49	Abbey	Central	Thames cycle/path route	Napier Road	Kings Meadow	The surface of the cycle/footpath along sections is cracked and broken from tree routes.	£100k Some areas of path are in a very poor state and given its continual use by pedestrians and cyclists is in need of attention.
Leisure	50	Battle	Central	Play area improvements	Portman Road	Ivydene Play Area	This small toddler area is in need of a complete refurbishment.	£100k Current equipment is in working order but very tired looking. Popular and well used site.
Leisure	51	Park	Central	Play area improvements	Wokingham Road	Palmer Park	Some items of play equipment need replacing urgently with all-inclusive facilities along with appropriate safety surfacing (not loose-fill such as sand or bark). If they are not replaced, they will need to be removed, leaving a gap in provision.	£100k This is one of Reading's most well used play areas. When the East Reading Adventure Play Area closed an agreement was made to remove its old equipment and invest in extending facilities at the Wokingham Road side of the park. Significant investment has been made here and now the older units require urgent replacement.
Leisure	52	Caversham	North	Biodiversity improvements and BMX track improvements	George Street	Hills Meadow	Improvements to the Mill Stream banks are required to open up views, clear fallen trees and improve biodiversity. The jumps at the BMX track are very worn and require re-profiling.	£30k The path alongside the Mill Stream is very heavily used. £40k Situated next to the skate park in Hills Meadow, this is another popular facility for young people and also very heavily used.
Leisure	53	Thames	North	Refurbishment of tennis courts and new fencing around croquet lawn.	Albert Road	Albert Road Recreation Ground	Resurface 4no tennis courts, colour spray and line mark. Replace all chainlink fencing around courts. Replace all nets, posts and winders. Replace all seats on courts. Replace croquet fencing.	£100k This site has suffered from lack of investment over an extended period of time and the tennis courts now need urgent attention. The play equipment, whilst old is in good condition and replacement parts can still be made on request. Recommend that the play area is maintained as it is and investment is made in the tennis courts. Very popular and well used facility.
Leisure	54	Thames	North	Access improvements	Hemdean Road	Balmore Walk	Improve path surfacing at entrances and extend handrails.	£65k Very popular and well used site by children on their way to school and dog
Leisure	55	Thames	North	Play area improvements	Winterberry Way	Winterberry Way Play Area	Small site requiring a refresh.	£35k The site was installed as part of planning gain by the developer. It is rarely used as all detached houses in the locality have reasonable gardens.
Leisure	56	Katesgrove	South	Outdoor Gym	Long Barn Lane	Long Barn Lane Recreation Ground	Park improvements and provision of equipment / facilities.	There is already outdoor gym equipment at nearby Cintra Park (approx 500m away). Options could include Parkour (Free Running) equipment which is particularly robust and will be the first venue in Reading to offer this activity. Alternative options could apply. £75k
Leisure	57	Katesgrove	South	Skate Park	Cintra Avenue	Cintra Park	Skate Parks	Cintra Park would be ideal for this and it could be installed next to the tennis court which is over 60m away from the nearest dwellings. Expected cost: £95k.

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Leisure	58	Katesgrove	South	Table Tennis	Katesgrove Lane	Katesgrove Primary	Table tennis facility	This is achievable and outdoor concrete tables with permanent steel nets are available. A suitable flat surface with sufficient run off space would be required and location to be agreed with the school. Bats and balls would have to be provided by the players. Estimated cost: £15k - £20k depending on the extent of the groundworks.
Leisure	59	Church	South	Improvement	Lindon Road		Upgrading the park and facilities just off of Linden Road (Shinfield Rec).	All the play equipment is in good working order and does not need upgrading. The carpet stlye surfacing within the play area needs to be removed along with some of the fencing and returned to parkland. New furniture is required. The footpaths within the recreation ground also need resurfacing. Estimated cost: £75k
Neighbourhood	60	Southcote	WEST	Replacement	Coronation Square	Southcote Community Centre	To carry out additional works to complement the Southcote Community Hub improvement works. To replace the sprung flooring in the main hall which is currently damaged and worn to enable it to continue to be used by a variety of dance, keep fit and family groups and attract the bookings of additional performance groups. This work would ideally tie in with phase 2 of works commencing 11 June for 6 weeks. Cost is estimated at £12-15k	
Neighbourhood	61	Southcote	WEST	Improvement	Coronation Square	Southcote Community Centre	To install new blinds to complement Improvement Works for the Southcote Hub by limiting solar gain. This would make existing and new parts of the building more user friendly, e.g. toddler groups where making experience as comfortable as possible improves learning capability. This work would ideally tie in with phase 3 of works commencing 30 July for 3 weeks. Estimate £1k.	
Neighbourhood	62	Southcote	WEST	Improvement	Coronation Square	Southcote Community Centre	To install a new fridge-freezer to complement the Southcote Hub Improvement Works by addressing kitchen needs and making it more useable for groups including Food 4 Families and other cookery sessions. This installation would ideally take place before the works are completed on the 10 September. Estimate £700.	
Neighbourhood	63	Minster	WEST	Replacement	Wensley Road	Coley Park Community Centre	To replace 8 old laptops with fully functioning new hardware to be used by the Community Centre. This would make projects such as Get Online Reading at the Over-50s Club and the ParkWay Café and job club more attractive and viable so that more members of the community could benefit from education and support. Estimate £2k	
Neighbourhood	64	Katesgrove	South	Traffic Signs to be put up	Elgar Rd	Entrance from Pell St & approaching the junction of Pell St	HGV lorries going down Elgar Rd - then struggle to turn round. We need the lorries to know earlier that they cannot go down Elgar Rd.	

Area	Line No.	Ward	CIL ZONE*	Type of Request / Proposal	Street	Location	Details	Officer Comments
Neighbourhood	65	Katesgrove	South	Paint mural on IDR wall	Katesgrove Lane	IDR wall	This area is used for drug dealing. Last year the area was tidied up but it would be great to brighten the grey wall up.	
Neighbourhood	66	Katesgrove	South	Clean/repaint the underpass	Katesgrove Lane	Underpass	The underpass is very dirty and current tiles on the walls need replacing/painting as well as the ceiling needing painting/cleaning.	
Neighbourhood	67	Katesgrove	South	Re-place 3 notice boards	Pell St/Elgar Rd/Whitley St		These are very old and difficult to open. Residents are happy to look after these, but they are not easy to open for 1 person.	
Neighbourhood	68	Whitley Wood	South	Install play equipment	South Park	Park	The local park does not have any play equipment for children to play on.	The site is has 3 heavily used football pitches leased to a club. The nearby Worton Grange development in Imperial Way has a new play area. We have an off-site leisure S106 contribution of £139k specifically for new sports facilities here with associated infrastructure and the available space will serve this purpose.
Neighbourhood	69	Minster	West	Open & tidy area up - cut back trees etc.	Brook St West	Area over the wooden bridge	This area has been used for ASB (drugs and illegal encampments). It is currently receiving a cut back on the walkway side but needs the same to happen down the 'river' side. We would also like a cycle lane to join the area from Berkeley Avenue. I have been working with Caroline Jenkins (Parks) on this project.	
Neighbourhood	70	Redlands	South	Replacment	The Mount	Progress Theather	Replace stolen Street sign for Progress Theather belived to be at a cost of £350	Put forward by Cllr Deborah Edwards
Health	71	Church	South	Health	Swallowfield Drive	Whitley wood	Contribution towards community provision to be co-located with improved health care provision in Whitley wood, which will ensure wider community access and contribute towards council priorities £50k	Put forward by Cllr Rachel Eden

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF CHILDREN, EDUCATION & EARLY HELP SERVICES

TO:	POLICY COMMITTEE		
DATE:	16 JULY 2018	AGENDA ITEM:	15
TITLE:	THE BASE - AUTISTIC SPECTRUM CONDITION PROVISION AT BLESSED HUGH FARINGDON CATHOLIC SCHOOL		
LEAD COUNCILLOR:	CLLR PEARCE	PORTFOLIO:	EDUCATION
SERVICE:	DCEEHS	WARDS:	BOROUGHWIDE
LEAD OFFICER:	MYLES MILNER	TEL:	01189 372904
JOB TITLE:	SCHOOL SERVICES SERVICE MANAGER	E-MAIL:	<a href="mailto:myles.milner@reading.gov.uk">myles.milner@reading.gov.uk</a>

1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 In response to the rising Special Education Needs and Disability (SEND) demand within the borough, it is proposed that the Autistic Spectrum Condition Provision at Blessed Hugh Faringdon School is redeveloped to provide 30 SEND pupil places compared to the current 15 pupil places.
- 1.2 In order to develop the new building it will be necessary to demolish the existing modular classroom block which dates from the 1990's and has exceeded its useful life, as well as the original caretaker's house, which dates to the original school building. A classroom is incorporated into the existing caretaker's house and therefore a replacement classroom is also required as part of the redevelopment.
- 1.3 Following a formal design and build tender process to appoint a contractor in 2016, Extra Space Solutions were appointed to develop the scheme in conjunction with Employers requirements established by the Council. The tender for the scheme has been developed by the company to our satisfaction in the sum of £1,623,071. Due to the need to ensure protection for future Reading SEND pupil placements should the school academise, it was agreed to develop an agreement between the Council and Diocese linked to placement of Reading SEND pupils. This has taken some time to agree.

2. RECOMMENDED ACTION

- 2.1 That Spend approval be given in the sum of £1,973,684 to the project to develop a 60 pupil place the provision of a new Autistic Spectrum Condition building at the Blessed Hugh Faringdon School
- 2.2 That approval is given to enter into a contract with Extra Space solutions Ltd to develop the Autistic Spectrum Condition Provision at Blessed Hugh Faringdon School in the sum of £1,623,071.
- 2.3 That approval be given to the demolition of the existing life expired, modular teaching units, and caretaker house at Blessed Hugh Faringdon School.

3. POLICY CONTEXT & BACKGROUND

- 3.1 The local authority (LA) has a legal duty under the section 13a of the Education Act, 1996, as amended by section 5 of the School Standards and Framework Act, 1998, to:



“ensure that their functions relating to the provision of education to which this section applies are (so far as they are capable of being so exercised) exercised by the authority with a view to promoting high standards.”

- 3.2 The local authority has specific duties relating to children with special educational needs (SEN):
- Securing SEN provision for pupils with SEN;
  - Promoting integration of pupils with SEN;
  - Making provision for children and young people with Education Health and Care plans (EHCPs);
  - Enabling pupils to be educated in accordance with parents' wishes; and
  - Ensuring that education and training functions are exercised with a view to promoting high standards
- 3.3 The emerging demand for additional SEND places was detailed within the Education Capital Programme options report which was approved by Policy Committee on 2 November 2015. The current capital programme 2018-21 retains specific provision for this scheme.
- 3.4 The process to develop the new Autistic Spectrum Condition Provision at the Blessed Hugh Faringdon School was stopped in early 2017 following concern expressed that the school might become an academy and potentially dictate the future of any new provision developed by the Council. Consequently it was decided to enter into a Development Agreement with the School and Catholic diocese of Portsmouth to preclude any such decision by the academised school. Drafting and getting all party agreement has taken considerable time as the development agreement covers several main elements. In February 2018 approval was granted through the decision book, as set out below to enter into this agreement:

*It is the decision of the Director of Children, Education and Early Help Services and the Head of Legal and Democratic Services in consultation with the Lead Councillor for Education that the Council enters into a Development Agreement with the Diocese of Portsmouth and the Governing Body at Blessed Hugh Faringdon School to hand over the new Autistic Spectrum Condition Base building to the school, with the agreement that the new building is designated for Reading's SEND place requirements.*

## 4. THE PROPOSAL

### 4.1 Current Position:

The local authority currently has insufficient places at Borough based special school settings for children who are on the autistic spectrum. This results in a number of children with Autistic Spectrum Condition being placed in special schools, some of which are out of borough, including independent schools. In many cases, this also results in higher placement and travel costs, and does not offer provision that is of any higher quality than can be provided in Borough.

### 4.2 Option Proposed

- 4.2.1 The option proposed is to provide a wholly new dedicated block (The Base) at the Blessed Hugh Faringdon Roman Catholic Secondary School to consolidate and expand current provision. This will meet the demand for 30 specialist places for pupils with Autistic Spectrum Condition, and replace the 30 place mainstream classroom lost when the old caretaker house is demolished. The estimated capital cost of the scheme is identified within the Council's Capital

Programme but, due to the 12 month delay associated with establishing formal agreement with the School and Portsmouth Catholic diocese, the overall project costs, which will include all legal fees, are significantly higher than first estimated. The additional sum involved is calculated at £127.7k

#### 4.2.2 Other Options Considered

There is no other secondary mainstream school currently with existing, proven, quality provision for this group of pupils within Borough. The only options are placements in mainstream schools or specialist provision, incurring higher revenue costs, chargeable to the high needs block of the Direct Schools Grant (DSG), for which the Council is the Accountable Body.

4.23 A do nothing option is not acceptable to either the school or the Council as it involves the service being delivered in a dilapidating building and a deteriorating environment for the pupils concerned. It would also reduce our ability to meet the increasing demand for specialist places as part of the SEND Strategy. It would reduce our ability to reduce external placements with the associated additional costs of the placements and transportation.

#### 4.24 Unit Closure

The Borough would lose significant proven expertise in meeting the needs of pupils with Autistic Spectrum Condition and would face significantly higher costs to secure out of Borough placement solutions. The costs would have to be met from the High Needs budget, which is already subject to considerable pressure.

### 5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The project will contribute to the following strategic aims:

5.2 To establish Reading as a learning city and a stimulating and rewarding place to live and visit by investing in further spaces at The Base, Reading is demonstrating its commitment to providing learning opportunities for all within the Borough.

5.3 To promote equality, social inclusion and a safe, healthy environment for all Autistic Spectrum Condition Provision places at The Base will help to meet the growing demand for secondary SEND places within the Borough;

5.4 By providing further in Borough places, we can prevent SEND pupils having to travel to out of borough settings - reducing our spend on the high needs block for school places and reducing the transport costs per pupil;

5.5 The ability to stay within the Borough also provides additional social benefits for the pupils and their families, allowing them to generate local friendships and support from other families which they can sustain outside of school, which is often very difficult for pupils when placed away from home.

### 6. COMMUNITY ENGAGEMENT AND INFORMATION

6.1 To date an open evening was held at the school to display and share the plans for the new building. Generally plans for the development were well received, especially amongst school staff and the parents of SEND pupils currently at The Base. Only one comment was received from local residents with a suggestion



on possible improvements to the design. These have been noted and formed the basis to an alteration to the roof design.

- 6.2 Formal consultation for the expansion of the school is not required under the Department for Education Guidance, as the unit is within a mainstream school and would not be increasing their admissions number.

## 7. EQUALITY IMPACT ASSESSMENT

- 7.1 Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 7.2 An Equality Impact Assessment (EIA) is relevant to the decision. An Equality Impact Assessment has been undertaken and is provided at Appendix A. The EIA has identified no negative equality impact and a positive equality impact in relation to disability because the proposal aims to provide further places for Secondary SEND students - so improving the opportunities for pupils to stay at a school within Reading.

## 8. LEGAL IMPLICATIONS

- 8.1 The Council has a statutory duty to provide a school place for every child of statutory school age, resident in the Borough who seeks one.

- 8.2 A Development Agreement and Service Level Agreement for the use of the new building has been formulated to set out the delivery of the build and the ongoing management and service delivery. This is to ensure Reading Borough Council has the ability to manage the placement of students into the Base to serve the needs of Reading's SEND students. The agreement will be between Reading Borough Council, the Diocese of Portsmouth and the school's governing body. To date the need for the agreement has incurred considerable delays to the project, with the building originally planned for completion in September 2017.

- 8.3 The proposed Works contract is being procured through the Southern Counties Modular Framework Agreement in accordance with contract procedure rule 9 (3). This Framework Agreement has been through the EU regulated tendering process to appoint the Framework Contractors. This means that individual projects using the Framework and carried out by Framework Contractors do not have to be advertised in the Official Journal of the European Union (OJEU) again. A Work contract with the framework contractor will be entered into.

- 8.4 Design management and contract administration is being undertaken by Hampshire County Council, working in accordance with the Reading & Hampshire Property Partnership, and overall project management through the Education Asset Management Team.

## 9. FINANCIAL IMPLICATIONS

9.1 The existing Autistic Spectrum Condition Provision at the Blessed Hugh Faringdon School is able to provide places for 15 SEND pupils. Following redevelopment, the unit will be able to accept 30 pupils. The project is funded through a combination of ESFA grant funding streams along with additional costs being met from the Capital programme.

9.2 Top up fees for The Base are £5,146 per pupil, with transport provided for students up until Year 10 at a cost of £2,829 per pupil per year, after which time they are encouraged to use the bus. Alternative placements would be to send students to High Close in Wokingham at a cost of £40,912 per pupil with transport costs of £6,381 per pupil per year or TVS with top up fees of £28,576 per year and transport costs of £2,829 per pupil per year.

### 9.3 Revenue Implications

9.3.1 The table below demonstrates that based on a reasonable assumption whereby we see the introduction of the new building into use by September 2019, the Council's reliance on independent providers reduces year by year. Consequently, we estimate that the cost of reliance will also fall year by year until we can see an actual major saving made annually from 2021 onwards.

Revenue Implications	2018/2019	2019/2020	2020/2021	2021/2022
Number of additional places at resource unit	0	8.75	12	15
Core Funding (£10,000)	£ -	£ 87,500	£ 120,000	£ 150,000
Top-up funding (£5,146)	£ -	£ 45,028	£ 61,752	£ 77,190
Transport (£2,829)	£ -	£ 16,974	£ 16,974	£ 16,974
<b>Total Revenue funding</b>	<b>£ -</b>	<b>£ 149,502</b>	<b>£ 198,726</b>	<b>£ 244,164</b>
Number of places needed that would go to the resource	15	6.25	3	0
Potential Placements at Highclose (avg : £40,912)	5	2	0	0
Potential Placements at TVS (avg : £28,576)	3	1	1	0
Potential Placements at Alternative Provision (avg : £15,000)	7	3.25	2	0
Cost of potential placements	£ 395,288	£ 159,150	£ 58,576	£ -
Cost of transport for potential placements	£ 49,506	£ 20,510	£ 8,487	£ -
<b>Total Revenue funding</b>	<b>£ 444,794</b>	<b>£ 179,660</b>	<b>£ 67,063</b>	<b>£ -</b>
<b>Annual saving when completed</b>				<b>-£ 200,630</b>

9.3.2 Annual Savings of £200k will be seen from 2021/22 once all additional 15 places have been filled. This includes savings on place funding of £168k, made annually from the Dedicated Schools Grant, reducing the current deficit, and £32k revenue savings achieved from the reduced transport costs, which will be incorporated into the Corporate Savings Strategy.

### 9.4 Capital Implications

9.4.1 The project is Basic Need Grant funded by the Central Government, Education Skills and Funding Agency.

9.4.2 The table below sets out spending to date on the project and when the remainder is planned to be spent.

Capital Programme reference	2016/17	2017/18	2018/19	2019/20
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from budget book: page line	£000	£000	£000	£000
Proposed Capital Expenditure	164.182	63.934	1708.480	37.088
Funded by Grant (Basic Need Funding)	164.182	63.934	1708.480	37.088
Total Funding	164.182	63.934	1708.480	37.088

## 9.5 Value for Money (VFM)

9.5.1 The project has been through the Modular Framework Agreement in accordance with contract procedure rule 9 (3). This Framework Agreement has been through the EU regulated tendering process to appoint the Framework Contractors. All 9 contractors within the framework quoted for the project, and quotes assessed against technical and financial criteria.

9.5.2 The average cost per place of a new special school place when benchmarked with the National School Delivery Cost Benchmarking is £67,379, and the cost per place for the new Block at Blessed Hugh Faringdon School, including abnormals and all legal costs for the Development agreement is £32,895

## 10. Risk Assessment.

### 10.1 Cost Risk 1 - Project has to cover costs of repair works to public sewers

Cause - A sewer pipe runs under the proposed site. CCTV surveys have been carried out and show the condition of the pipe to be poor in places. Thames Water, who are responsible for the sewer, have carried out their own survey and have awarded a permission to build over. The condition of the sewer is the responsibility of Thames Water; however should any damage occur during the build process, there may be a financial impact on the project. Education capital projects carry a 5% contingency within the cost plan which will be used to cover any additional unexpected costs.

Likelihood - Possible

Severity - Moderate

Mitigation - The foundations of the building have been designed to reduce the impact on the sewer pipes. An amount for remedial repair works for the sewer pipes has been included within the cost plan.

### 10.2 Cost Risk 2 - Electrical Upgrade to Local Infrastructure

Cause - The preferred option for the building's electrical supply is to utilise the current supply to the present temporary building, and upgrade the school's main electrical panel. There is a risk that the local substation may require upgrading to cope with the additional capacity.

Likelihood - Possible

Severity - Moderate

Mitigation - An alternative option is available to upgrade the existing supply to the Bungalow instead. This would remove the need to upgrade the substation.

### 10.3 Cost Risk 3 - Existing site conditions

Cause - Due to the issues surrounding the public sewers, the ground conditions survey was put on hold until more information was received from Thames Water. As a result the ground conditions survey is currently in progress and designs for drainage and foundations have been based on assumptions.

Likelihood - Possible

Severity - Moderate

Mitigation - For foundations, the design has been based on data from nearby Southcote Primary, where the ground conditions were poor. This is what the cost plan has been based on. For the below ground drainage, a desktop study has been carried out, which indicates the build-up is clay. This means it is likely soakaways cannot be used and drainage will need to connect directly to the sewers, via attenuators. The cost plan should account for these drainage costs within the standard rates.

## 11. BACKGROUND PAPERS

### 11.1 Education Capital Programme options report which was presented to Policy Committee on 2 November 2015

Corporate Plan and Budget 2016-19 - Policy committee February 2016

Councils Capital Programme - Policy Committee February 2017

Council's capital Programme - Policy Committee February 2018

READING BOROUGH COUNCIL

REPORT BY CHIEF EXECUTIVE

TO:	POLICY COMMITTEE		
DATE:	16 JULY 2018	AGENDA ITEM:	16
TITLE:	READING'S ARMED FORCES COVENANT AND ACTION PLAN - MONITORING REPORT		
LEAD COUNCILLOR:	CLLR LOVELOCK	PORTFOLIO:	LEADER OF THE COUNCIL
SERVICE:	CORPORATE POLICY	WARDS:	BOROUGHWIDE
LEAD OFFICER:	JILL MARSTON	TEL:	0118 937 2699
JOB TITLE:	SENIOR POLICY OFFICER	E-MAIL:	jill.marston@reading.gov.uk

1.0 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The Armed Forces Covenant is a voluntary statement of mutual support between a civilian community and its local armed forces community.
- 1.2 This report presents an annual update on progress against the actions outlined in the action plan, and on the general development of the Community Covenant.

2.0 RECOMMENDED ACTION

- 2.1 To note the progress against the actions set out in the Armed Forces Covenant action plan (appendix A).

3.0 POLICY CONTEXT

- 3.1 In 2011, the Government published a new Armed Forces Covenant, as a tri-Service document which expresses the enduring, general principles that should govern the relationship between the Nation, the Government and the Armed Forces community.
- 3.2 The Community Covenant complements the Armed Forces Covenant but enables service providers to go beyond the national commitments. It allows for measures to be put in place at a local level to support the Armed Forces and encourages local communities to develop a relationship with the Service community in their area.

4.0 THE PROPOSAL

Background

- 4.1 A Community Covenant is a voluntary statement of mutual support between a civilian community and its local armed forces community. It is intended to complement the Armed Forces Covenant, which outlines the moral obligation between the nation, the government and the armed forces, at the local level.
- 4.2 The aims of the Armed Forces Community Covenant are to:
- encourage local communities to support the armed forces community in their areas
  - nurture public understanding and awareness amongst the public of issues affecting the armed forces community
  - recognise and remember the sacrifices faced by the armed forces community
  - encourage activities which help to integrate the armed forces community into local life
  - to encourage the armed forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement
- 4.3 The Reading Armed Forces Community Covenant was launched at the Afghanistan Homecoming Parade at Brock Barracks on 7<sup>th</sup> July 2012.
- 4.4 In addition to the Council, the covenant has been signed by 7 Rifles on behalf of the Armed Forces, and a range of other key partners.
- 4.5 Reading doesn't have a large military 'footprint', with no regular forces stationed in the town. However, Brock Barracks is the headquarters for the Territorial Army unit 7th Battalion The Rifles, and Reading is home to a large ex-Gurkha community. Reading's Community Covenant therefore focuses on Veterans and Reservists and aims to be proportionate in its scope to the size of the Armed Forces community in Reading.

#### Further development of the Community Covenant and action plan

- 4.6 The Community Covenant working group with key stakeholders meets on a six monthly basis, the most recent held in March 2018. Partners continue to report that the meeting is valuable.
- 4.7 Progress to date against the actions in the action plan is shown in Appendix A. Several of the actions in action plan have now been completed. Successes to date include:
- Reading was awarded £21,730 from the Community Covenant grant scheme for an integration project for Veterans, aimed at raising awareness of health and social care services amongst the ex-Gurkha community in particular.
  - The Museum service was awarded £10,000 from the Community Covenant grant scheme to support their exhibition, 'Reading at War', to mark the centenary of the beginning of the First World War in 2014.

- Reading Ex-British Gurkha Association was awarded £14,500 under the new Covenant Fund for two Nepalese community development workers.
- Soldiers, Sailors and Airmen Families Association (SSAFA) was awarded £1,000 to further update their leaflet on accessing health services, which has been translated into Nepalese and is being used by SSAFA to run classes; leaflet now updated and printed.
- Armed Forces personnel can now be given extra priority when applying for social housing on the Housing Register, as part of the Council's Housing Allocations Scheme.
- A domestic violence protocol is in place between the Service and the Police, to recognise military needs and ensure equitable service.
- Reading Borough Council now has a protocol in place for employment of Reserve Forces personnel.
- 'Operation Reflect' activities to mark the centenary of the beginning of the First World War included 7 Rifles visits to 5 primary schools.
- Job Centre Plus staff now receive regular briefings from 7 Rifles.

#### Covenant Grant Fund Trust

- 4.8 The national Covenant grant fund was launched in 2015 by the Ministry for Defence, with £10 million available every year. Since April 2018, the fund has become the independent Armed Forces Covenant Fund Trust and makes grants to support members of the Armed Forces community.
- 4.9 Under the 'local grants and digital developments programme', the trust will fund projects of up to £20,000 that support community integration or local delivery of services. Applications are open to charities, local authorities, schools, other statutory organisations, Community Interest Companies or armed forces units.
- 4.10 There are four application rounds for this programme in 2018/19, with remaining deadline dates of 29th July, 30th Sept, and 17th Dec. There have been some initial discussions about a potential bid to improve visibility of the Royal Berks Cenotaph from Oxford Rd via the keep entrance.

#### Defence Employer Recognition Scheme

- 4.11 The Defence Employer Recognition Scheme encourages employers to support defence and inspire others to do the same.
- 4.12 In July 2017, the Council was successful in applying for the 'bronze' award, as a result of our work to develop the Armed Forces covenant with partners in Reading, as well as the Council's own housing allocations policy and protocol for employment of Reservists.

#### 5.0 CONTRIBUTION TO STRATEGIC AIMS

5.1 The development of an Armed Forces Community Covenant for Reading contributes in particular to the Council's strategic aim to 'promote equality, social inclusion and a safe and healthy environment for all' by working to ensure that both serving and ex-Armed Forces personnel can access appropriate support and are able to integrate well into the community.

5.2 This work also relates particularly well to the Sustainable Community Strategy's 'people' theme where 'we look after each other' and the 'prosperity' theme by aiming to ensure that veterans and reservists are not excluded from the economy.

## 6.0 COMMUNITY ENGAGEMENT AND INFORMATION

6.1 Two of the key aims of the Armed Forces Community Covenant are to:

- encourage local communities to support the armed forces community in their areas
- encourage the armed forces community to help and support the wider community, whether through participation in events and joint projects, or other forms of engagement

## 7.0 EQUALITY IMPACT ASSESSMENT

7.1 The covenant is intended as a vehicle for partners across Reading to help enable Veterans or Reservists to access health services, particularly mental health services, training and employment opportunities.

## 8.0 LEGAL IMPLICATIONS

8.1 The general power of competence, introduced as part of the Localism Act 2011, replaces the well-being power from February 2012. The Act gives local authorities the power to do anything which an individual generally may do, which they consider is likely to be of benefit (directly or indirectly) to the whole or any part of their area. It therefore gives local authorities the power to do anything they want, so long as it is not prohibited by other legislation.

## 9.0 FINANCIAL IMPLICATIONS

9.1 £30m of central government funding was allocated over four years to 2014/15 to financially support Community Covenant projects at the local level which strengthen the ties or the mutual understanding between members of the armed forces community and the wider community in which they live. Reading submitted bids in three bidding rounds. £10m per annum was made available in perpetuity from 2015/16 onwards through the Armed Forces Covenant fund (now Trust).

## 10.0 BACKGROUND PAPERS

10.1 Armed Forces Covenant Fund  
<https://www.gov.uk/government/collections/covenant-fund>