

# Cabinet

**Date: Wednesday, 19th July, 2017**  
**Time: 4.00 pm**  
**Venue: Council Chamber - Guildhall, Bath**

## Agenda

**To: All Members of the Cabinet**

Councillor Tim Warren (Leader of the Council and Conservative Group Leader), Councillor Charles Gerrish (Cabinet Member for Finance and Efficiency, Conservative Deputy Group Leader North East Somerset), Councillor Vic Pritchard (Cabinet Member for Adult Care, Health and Wellbeing), Councillor Martin Veal (Cabinet Member for Community Services), Councillor Paul Myers (Cabinet Member for Economic and Community Regeneration), Councillor Karen Warrington (Cabinet Member for Policy and Transformation), Councillor Paul May (Cabinet member for Children and Young People), Councillor Bob Goodman (Cabinet Member for Development) and Councillor Mark Shelford (Cabinet Member for Transport and Highways)

Chief Executive and other appropriate officers  
Press and Public

The agenda is set out overleaf.



## NOTES:

1. **Inspection of Papers:** Papers are available for inspection as follows:

Council's website: <https://democracy.bathnes.gov.uk/ieDocHome.aspx?bcr=1>

Paper copies are available for inspection at the **Public Access points:-** Reception: Civic Centre - Keynsham, Guildhall - Bath, The Hollies - Midsomer Norton. Bath Central and Midsomer Norton public libraries.

2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above.

3. **Recording at Meetings:-**

The Openness of Local Government Bodies Regulations 2014 now allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Some of our meetings are webcast. At the start of the meeting, the Chair will confirm if all or part of the meeting is to be filmed. If you would prefer not to be filmed for the webcast, please make yourself known to the camera operators.

To comply with the Data Protection Act 1998, we require the consent of parents or guardians before filming children or young people. For more information, please speak to the camera operator.

The Council will broadcast the images and sound live via the internet [www.bathnes.gov.uk/webcast](http://www.bathnes.gov.uk/webcast) An archived recording of the proceedings will also be available for viewing after the meeting. The Council may also use the images/sound recordings on its social media site or share with other organisations, such as broadcasters.

4. **Public Speaking at Meetings**

The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme:

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=12942>

5. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are signposted. Arrangements are in place for the safe evacuation of disabled people.

6. **Supplementary information for meetings**

Additional information and Protocols and procedures relating to meetings

<https://democracy.bathnes.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13505>

**Cabinet - Wednesday, 19th July, 2017**

**at 4.00 pm in the Council Chamber - Guildhall, Bath**

**A G E N D A**

1. Welcome and introductions

2. Emergency Evacuation Procedure

*The Chair will draw attention to the emergency evacuation procedure as set out in the Notes*

3. Apologies for Absence

4. Declarations of Interest

*At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:*

*(a) The agenda item number in which they have an interest to declare.*

*(b) The nature of their interest.*

*(c) Whether their interest is a **disclosable pecuniary interest** or an **other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)*

*Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer or a member of his staff before the meeting to expedite dealing with the item during the meeting.*

5. To Announce any Urgent Business Agreed by the Chair

The Chair agreed to take on one urgent item (Park and Ride East of Bath) at agenda item 12.

6. Questions from Public and Councillors

*Questions submitted before the deadline will receive a reply from an appropriate Cabinet member or a promise to respond within 5 days of the meeting. Councillors may ask one supplementary question for each question they submitted, up to a maximum of two per Councillor.*

7. Statements, Deputations or Petitions from Public or Councillors

*Councillors and members of the public may register their intention to make a statement if they notify the subject matter of their statement before the deadline. Statements are limited to 3 minutes each. The speaker may then be asked by Cabinet members to answer factual questions arising out of their statement.*

8. Minutes of Previous Cabinet Meeting (Pages 7 - 12)

*To be confirmed as a correct record and signed by the Chair*

9. Consideration of Single Member Items Requisitioned to Cabinet

*This is a standard agenda item, to cover any reports originally placed on the Weekly list for single Member decision making, which have subsequently been the subject of a Cabinet Member requisition to the full Cabinet, under the Council's procedural rules*

10. Matters Referred by Policy Development and Scrutiny Bodies

*This is a standing agenda item (Constitution rule 14, part 4D – Executive Procedure Rules) for matters referred by Policy Development and Scrutiny bodies. The Chair of the relevant PDS Panel will have the right to attend and to introduce the Panel's recommendations to Cabinet.*

11. Single Member Cabinet Decisions Taken since Previous Cabinet Meeting (Pages 13 - 24)

*A list of Cabinet Single Member decisions taken and published since the last Cabinet meeting to note (no debate).*

12. Park & Ride East of Bath (Pages 25 - 34)

At a Special Cabinet meeting on 25 January 2017, Cabinet considered an extensive report on the need for a Park & Ride (P&R) to the east of Bath and authorised the Strategic Director, Place, in consultation with the Cabinet Member for Transport and Highways to make all necessary arrangements to implement a P&R at either site B or site F, subject to certain conditions.

This report outlines the work undertaken since January 2017.

## RECOMMENDATION

The Cabinet is recommended to:

1.1 Cease progressing site B as a possible location for a Park & Ride site to the east of Bath for access safety reasons and because it has not been possible to negotiate the purchase of the land within a reasonable timescale; and to cease progressing site F because of potential access safety issues.

1.2 Continue to implement new opportunities emerging from the Joint Transport Plan for the West of England and new mayoral transport powers associated with the recently created West of England Combined Authority to address the transport issues facing Bath and North East Somerset to ensure that we sustain economic growth and support the provision of new homes.

1.3 To continue to investigate and implement approved schemes as identified in paragraph 4.13 of this report.

13. Modern Libraries options for Bath (Pages 35 - 174)

Bath Central Library is one of our 3 main Libraries and is part of our overall strategic review of the Modern Library Agenda in which we are seeking to integrate our Library and One Stop Shop (OSS) services.

Following an appraisal of the potential options, a review of local needs and public consultation on design, this report and the attached papers sets out the reasoning for

the recommendation to consult on two options for integrating Bath Library and OSS services in one location.

14. Revenue & Capital Outturn 2016/17 (Pages 175 - 220)

The report presents the revenue and capital outturn for 2016/17, highlighting a net revenue overspend of £2.221m after allowing for proposed carry forwards. The overspend has increased since the last report, which forecast an overspend of £1.039m based on monitoring for the year to December 2016, mainly due to the closure of four care homes during the year, which required supporting the move of existing residents to new placements at significant additional cost, as well as the continuing cost pressures within Children's statutory services. The report highlights that the majority of the £12.6m of budgeted savings and additional income generation have been achieved during the year.

The report refers to requests to carry forward specific revenue budget items to 2017/18 and to write-off revenue overspends where recovery in future years would have an adverse impact on continuing service delivery. It is proposed that the overspend is funded by appropriate drawdowns from specific earmarked reserves held as contingency against in year spending pressures and includes use of the specific transitional grant funding provided by the government and set aside by the Council at the start of the financial year.

The report also refers to requests to re-phase specific capital budget items to 2017/18 and to remove net capital underspends.

The Committee Administrator for this meeting is Jack Latkovic who can be contacted on 01225 394452.

This page is intentionally left blank

**BATH AND NORTH EAST SOMERSET**

**CABINET**

These minutes are draft until confirmed as a correct record at the next meeting.

Wednesday, 12th April, 2017

**Present:**

Councillor Tim Warren	Leader of the Council and Conservative Group Leader
Councillor Patrick Anketell-Jones	Cabinet Member for Economic Development, Conservative Deputy Group Leader Bath
Councillor Charles Gerrish	Cabinet Member for Finance and Efficiency, Conservative Deputy Group Leader North East Somerset
Councillor Vic Pritchard	Cabinet Member for Adult Social Care and Health
Councillor Anthony Clarke	Cabinet Member for Transport
Councillor Martin Veal	Cabinet Member for Community Services
Councillor Michael Evans	Cabinet Member for Children's Services
Councillor Paul Myers	Cabinet Member for Policy, Localism & Partnerships

**82 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**83 EMERGENCY EVACUATION PROCEDURE**

The Senior Democratic Services Officer drew attention to the evacuation procedure as set out in the Agenda.

**84 APOLOGIES FOR ABSENCE**

Councillor Liz Richardson had sent her apologies for this meeting.

**85 DECLARATIONS OF INTEREST**

Councillors Tim Warren and Vic Pritchard declared an other interest in item 15 (Chew Valley Neighbourhood Plan) as members of the steering group. Having taken advice from the Monitoring Officer, Councillors Tim Warren and Vic Pritchard would vote on this item.

**86 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIR**

There was none.

**87 QUESTIONS FROM PUBLIC AND COUNCILLORS**

There were 14 questions from Councillors and 5 questions from members of the public.

*[Copies of the questions and responses, including supplementary questions and responses if any, have been placed on the Minute book and are available on the Council's website.]*

**88 STATEMENTS, DEPUTATIONS OR PETITIONS FROM PUBLIC OR COUNCILLORS**

Andy Halliday read out the statement (*available on the Minute Book at Democratic Services*) where he expressed his concerns over Bath Central Library Resources.

David Worskett (Vice Chair of Clutton Parish Council) read out the statement (*available on the Minute Book at Democratic Services*) where he expressed his concerns over road safety in Clutton.

Councillor Tim Warren thanked David Worskett for his statement and suggested a site visit with Clutton Parish Council representatives, Councillor Anthony Clarke, Strategic Director for Place and relevant officers.

**89 MINUTES OF PREVIOUS CABINET MEETINGS 25TH JAN 2017 AND 1ST FEB 2017**

**RESOLVED** that the minutes of the meetings held on Wednesday 25<sup>th</sup> January 2017 and Wednesday 1<sup>st</sup> February 2017 be confirmed as correct records and signed by the Chair.

**90 CONSIDERATION OF SINGLE MEMBER ITEMS REQUISITIONED TO CABINET**

There were none.

**91 MATTERS REFERRED BY POLICY DEVELOPMENT AND SCRUTINY BODIES**

There were none.

**92 SINGLE MEMBER CABINET DECISIONS TAKEN SINCE PREVIOUS CABINET MEETING**

The Cabinet agreed to note the report.

**93 DETERMINATION OF STATUTORY NOTICES TO ENLARGE THREE PRIMARY SCHOOLS IN BATH, RADSTOCK AND WHITCHURCH**

Councillor Dine Romero expressed her disappointment that the proposed enlargement of Bathwick St. Mary C of E Primary School would not go ahead at this time. Councillor Dine Romero asked what would happen with the funding that developers had put aside to enable expansion of the school.

Councillor Michael Evans responded to Councillor Romero's question that the Council had not reached that point yet.

Councillor Michael Evans moved the item by saying that recommendations 2.1 and 2.2 would stay the same though recommendation 2.3 would now read as: 'Defer the decision in respect of the enlargement of Whitchurch Primary School from 206 to 315 places and delegate this decision to the Cabinet Member for Children's Services to determine by 15th May as a Single Member Decision.' Councillor Michael Evans said that this would enable the Cabinet Member for Children Services to talk to parents of the Whitchurch Primary School, and take their comments on board before the final decision is made.

Councillor Michael Evans also said that the Local Authority was under a statutory duty to ensure that there were sufficient school places in their area. These places should, where possible, be provided in popular and successful schools serving the area of need in order to increase parental choice contribute to raising educational standards and attainment and to facilitate sustainable methods of travel to school.

Councillor Tim Warren seconded the motion by saying that the Council would secure places in schools before the housing developments take place. The Council was successive in achieving high percentage of pupils going to their first choice of school.

**RESOLVED** (unanimously) that the Cabinet agreed:

- 1) Reject the proposed enlargement of Bathwick St. Mary C of E Primary School at this time to allow further discussion around school site issues to take place with the Governing Body.
- 2) Approve the enlargement of St. Nicholas' C of E Primary School from 270 to 420 places.
- 3) Defer the decision in respect of the enlargement of Whitchurch Primary School from 206 to 315 places and delegate this decision to the Cabinet Member for Children's Services to determine by 15th May as a Single Member Decision.

#### **94 HERITAGE SERVICES BUSINESS PLAN 2017-2022**

Councillor Patrick Anketell-Jones moved the recommendations by saying that recommendation 2.1 from the report would now read as: 'Approve the Heritage Service Business Plan 2017-2022 with a slight amendment to the Business Strategy section under "Roman Baths" to read: "*Increase admission charges in 2018 potentially with further increases in the other four years to be agreed with the relevant Cabinet Member and recognising the excellent value for money rating given by visitors.*"

Councillor Patrick Anketell-Jones also said that the 2017-2022 Business Plan summarised how the Service had performed when benchmarked against other leading visitor attractions. Detailed commercially sensitive information had been provided in the exempt appendices which would be available to Cabinet Members upon request. The Plan also assessed the risk associated with assumptions on visitor volumes, including the threats posed by the development of competing visitor attractions, and sets out a business, pricing and marketing strategy to maximise income earned from the visitor market.

Councillor Charles Gerrish seconded the motion by highlighting the hard work of the staff who was dealing with large number of visitors every year. Councillor Charles Gerrish emphasised the positive comments of the visitors to Roman Baths and stressed the contribution that Heritage Service had made to the overall budget.

**RESOLVED** (unanimously) that the Cabinet agreed to:

- 1) Approve the Heritage Service Business Plan 2017-2022 with a slight amendment to the Business Strategy section under “Roman Baths” to read:  
  
*“Increase admission charges in 2018 potentially with further increases in the other four years to be agreed with the relevant Cabinet Member and recognising the excellent value for money rating given by visitors.”*
- 2) Confirm that it wishes Heritage Services to continue to work to the business principles agreed by the Council Executive in 2004, as amended;
- 3) Approve the deferral of £100k of Approved capital expenditure on the implementation of the new Visitor Management System from 2017/18 to 2018/19;
- 4) Note that at its February meeting Cabinet gave Provisional Approval to the following capital projects:
  - a) Archway Centre Public Realm improvements at a cost of £226k to support funding already identified through the Roman Baths Infrastructure Programme and the Public Realm Improvement Programme to deliver essential safety and public realm works in the immediate area of the new Archway Project;
  - b) Roman Baths & Pump Room Infrastructure Programme totalling £495k including replacing heat-exchange equipment (£250k) and existing electrical distribution equipment that is at maximum capacity and no longer fit for purpose (£45k).
- 5) Note the investment contained within the Business Plan and approve the procurement of goods and services necessary to carry out this investment.

## **95 ADOPTION WEST UPDATE**

Councillor Tim Ball addressed the Cabinet as special guardian of three children. Councillor Tim Ball expressed his concerns that special guardians had not been consulted on this paper. Councillor Tim Ball also said that special guardians were in different position from adoptive parents. Special guardians would need a support locally and not from other authorities. Councillor Tim Ball asked the Cabinet to consider position of special guardians locally before accepting this document

Chief Executive responded that he had fully recognised the position of special guardians as different from fostering and adoption. The proposal in the report would not affect special guardianship; in fact, it would recognise its position in the law.

Councillor Michael Evans moved the recommendations by asking the Cabinet to approve proposals for the establishment of the Adoption West Regional Adoption

Agency (RAA). The purpose for requesting approval at this stage was due to the timescales for achieving commitment from multiple local authorities. In addition, the report would seek to provide certainty regarding each local authority's commitment prior to formal staff consultation and committing substantial project resources on drafting legal documentation and initiating support service commissioning.

Councillor Michael Evans reminded the Cabinet that, following the general election in May 2015 the context within which the Adoption West project was operating changed with the publication of 'Regionalising Adoption' (July 2015). In this document, the government had set out their proposals to move to Regional Adoption Agencies by the end of the Parliament in 2020 and invited expressions of interest from local partnerships. The paper had included an emphasis on getting adoption/permanence right for harder to place children whilst ensuring adoption support was available and accessible to these adoptive families and set out three key aims:

- To speed up matching and improve the life chances of neglected children
- To improve adopter recruitment and adoption support
- To reduce costs (through quicker placements for looked after children)

Councillor Martin Veal seconded the motion by saying that officers across the six authorities had worked well and hard for the establishment of the Adoption West Regional Adoption Agency (RAA) and highlighted the great work of Bath and North East Somerset in adoption.

**RESOLVED** (unanimously) that the Cabinet agreed to:

- 1) Note the progress on this project;
- 2) Delegate authority for approving the detailed implementation plans, including financial, contractual and legal agreements to the Strategic Director (People and Communities) subject to council policies and procedures. Final approval will be subject to consultation with the Section 151 officer, Head of Legal Services and relevant elected member following scrutiny of the fully costed business case.

## **96 CHEW VALLEY NEIGHBOURHOOD DEVELOPMENT PLAN**

Liz Brimmell (Chew Valley Neighbourhood Plan Steering Group) made a statement where she wished to thank the Chew Valley Neighbourhood Plan steering group and in particular the chair, Liz Richardson, without whose dedication over the last three years the NP would have not been possible to achieve.

Liz Brimmell also expressed her appreciation for the work of the Neighbourhood Plan examiner, and welcomed that the wording of CVNP's first policy HDE1 was modified to determine that '...development must conserve and not harm the characteristic rural features of the area including the undeveloped landscape setting of settlements'. The policy when adopted by B&NES would substantially protect all seven parishes within the Plan.

Councillor Vic Pritchard moved the recommendations by thanking Councillor Liz Richardson and Liz Brimmell to their work on the Chew Valley Neighbourhood Plan. Councillor Vic Pritchard also said that Chew Magna, Chew Stoke, Compton Martin, East Harptree, Hinton Blewett, Ubley and

West Harptree Parish Council had indicated that they would like to undertake a Neighbourhood Development Plan (NDP) in December 2013 and the Neighbourhood Area, the first formal stage in the process, was designated by the Council on 18th March 2014. The Plan was considered by an Independent Examiner in November 2016, who had recommended that it should proceed, with modifications, to the final stage, the referendum.

The referendum had taken place on the 16th February 2017. In accordance with the regulations, the question posed in the referendum was: 'Do you want Bath & North East Somerset Council to use the neighbourhood plan for Chew Valley Area to help it decide planning applications in the neighbourhood area?' There was a 24.9% turnout of the overall Neighbourhood Area electorate. A majority (90.8%) were in favour of using the Chew Valley NDP to help decide planning applications in the Neighbourhood Area.

Councillor Tim Warren seconded the motion by thanking everyone who had been involved in the development of the Plan. Councillor Tim Warren highlighted the hard work of Councillor Liz Richardson and Liz Brimell on the Plan.

**RESOLVED** (unanimously) that the Cabinet agreed to make and bring into force the Chew Valley Neighbourhood Development Plan, as set out in Appendix 1, as part of the Development Plan for the Chew Valley Neighbourhood Area, in accordance with Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

The meeting ended at 5.00 pm

Chair \_\_\_\_\_

Date Confirmed and Signed \_\_\_\_\_

Prepared by Democratic Services

Bath & North East Somerset Council

## **Cabinet Single-Member Decisions and Responses to Recommendations from PDS Panels**

published 4-Apr-17 to 10-Jul-2017

Further details of each decision can be seen on the Council's Single-member Decision Register at <http://democracy.bathnes.gov.uk/mgDelegatedDecisions.aspx?&dm=3>

---

### **Reduction of the lower age limit at Midsomer Norton Primary School**

*To reduce the lower age limit at Midsomer Norton Primary School from 3 to 2 in order to deliver the Early Years Entitlement offer and childcare in premises already on the school site.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 26/06/2017

Effective from: 04/07/2017

Decision:

The Cabinet Member agrees to reduce the lower age limit at Midsomer Norton Primary School from 3 to 2.

Lead officer: Philip Frankland

---

### **Midsomer Norton Youth Outreach Program**

*To develop a range of opportunities for young people including youth provision through outreach provision of hubs across the MSN ward. Developing safe spaces for young people, creating safer communities working with young people.*

Decision Maker: Cabinet Member - Finance and Efficiency

Decision published: 26/06/2017

Effective from: 04/07/2017

Decision:

The Cabinet Members agree that the following be approved for implementation:

Link to existing capital programmes to approve the inclusion in the 2017/18 Capital Programme of £11,993.83 for the purchase and conversion of two shipping containers to become youth hubs placed in two areas of Midsomer Norton.

Lead officer: Tracey Pike

---

## **Extending Cabinet delegation to enable Property disposal of Riverside and Loan to ACL**

*The Cabinet Member Patrick Anketell-Jones for Economic Development is requested to exercise Rule 16, special urgency rule, to enable officers to progress with the transfer of a lease and the making of a loan to Aequus Construction Limited (a wholly owned subsidiary of Aequus Developments Limited) to enable the development of Riverside to proceed without further delay.*

Decision Maker: Cabinet Member - Economic Development

Decision published: 23/06/2017

Effective from: 23/06/2017

Decision:

The Cabinet Member approves:

An extension of the resolution of Cabinet dated 2 December 2015, relating to Aequus Developments Limited (ADL) so that reference to the “ company” includes reference to Aequus Construction Limited (ACL), a wholly owned subsidiary of ADL and in particular to permit :

1. a transfer of the Lease of Riverside to ACL
2. the extension of the delegated power in paragraph 7 (approval of Council investment) to enable the provision of the Loan to ACL.
3. the extension of the indemnity in paragraph 13 to Council members and officers appointed as directors of ACL

Lead officer: Michael Hewitt

---

## **Publow and Pensford Neighbourhood Development Plan**

*Subject to passing the community referendum in May 2017 this report will seek to make and bring into force the Publow and Pensford Neighbourhood Development Plan.*

Decision Maker: Cabinet Member - Homes and Planning

Decision published: 21/06/2017

Effective from: 29/06/2017

Decision:

The Cabinet Member agrees to make and bring into force the Publow with Pensford Neighbourhood Development Plan as part of the Development Plan for the Publow with Pensford Neighbourhood Area, in accordance with Section 38A(4) of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

Lead officer: Richard Daone

---

## **Cleveland Pools Trust Capital Grant**

*To enable Cleveland Pools project to proceed to next stage by slight revision of terms of grant already fully approved.*

Decision Maker: Cabinet Member - Finance and Efficiency

Decision published: 05/06/2017

Effective from: 13/06/2017

Decision:

The Cabinet Member agrees that a further £50K grant, which was allocated in the February 2014 Budget report, be approved for immediate release to the Cleveland Pools Trust.

In addition the Cabinet Member agrees the remaining £50K of this original allocation should be set aside to fund the Council's due diligence work (to support the further grant of £200K, which at this stage has only provisional approval pending the Trust completing its business case and securing sufficient other external funding).

Lead officer: Andrew Pate

---

## **Planning Performance Agreements - Introducing a Charging Schedule and associated changes**

*A recent review has discovered that whilst customer feedback is good, we are not working as efficiently as we could and we may not be recouping all our costs in respect of offering this enhanced service.*

Decision Maker: Cabinet Member - Homes and Planning

Decision published: 24/05/2017

Effective from: 02/06/2017

Decision:

The Cabinet Member agrees that:

1. The way PPAs are paid for can change from monthly by invoice during the life of the PPA to an up-front charge with the introduction of a PPA fee schedule based on the scale and scope of development
2. All relevant consulted officers as determined by the planning officer will now be included in PPAs to ensure PPAs are consistent with other applications and that B&NES has the best chance of being able to deliver a high quality response within the agreed timescales

Lead officer: Sarah Jefferies

---

## Department for Transport National Productivity Investment Fund 2017/18 Full Budget Approval

*Full Spend Approval for the 17/18 allocation of the Department for Transport National Productivity Investment Fund.*

Decision Maker: Cabinet Member - Transport

Decision published: 23/05/2017

Effective from: 01/06/2017

Decision:

The Cabinet Member agrees:

1. The Funding Allocation and breakdown set out in the following schedule.

<b>Description</b>	<b>Allocation</b>
Design & Land Purchase contribution for A39/A368 Marksbury junction improvement scheme.	£20k
Construction contribution towards A39 Two Headed Man junction upgrade works.	£50k
Construction contribution for A37 Pensford - Road Maintenance, Traffic Flow and Safety Improvements.	£347k
Construction contribution for A36 Lower Bristol Road - Road Maintenance & Traffic Flow junction improvements.	£371k

2. The Divisional Director Environmental Services and the Group Manager Highways & Traffic are delegated authority to alter the programme of schemes, in consultation with the Cabinet Member for Transport, as may prove necessary during 2017/18. Any alterations will be within the overall budget allocation and take into account any additional funding streams that become available.

Lead officer: Craig Jackson

---

### Consultation on 3 draft Conservation Area Character appraisals

*Public consultation on draft character appraisals, proposed boundary changes and management proposals for the Midsomer Norton/Welton, Saltford and Queen Charlton Conservation Areas.*

Decision Maker: Leader of the Council

Decision published: 19/05/2017

Effective from: 27/05/2017

Decision:

The Cabinet Members agree that a six week public consultation takes place from late May to mid-July 2017 on the draft Midsomer Norton and Welton, Saltford, and Queen Charlton Conservation Area Character Appraisals, including proposed boundary changes and management proposals.

---

### **Kingsmead Square Feasibility Study, £10,000, Full Budget Approval**

*Kingsmead Square was allocated £10,000 provision approval in the 2017/18 budget, full approval is being sought. The feasibility study will establish options for public realm improvement with potential changes for access into Kingsmead Square.*

Decision Maker: Cabinet Member - Transport

Decision published: 18/05/2017

Effective from: 26/05/2017

Decision:

The Cabinet Member agrees that the £10,000 provisional approval in the 2017/18 Budget be given full approval in order to undertake a feasibility study.

Lead officer: Gary Peacock

---

### **Somerdale Bridge, £70,000, Full Budget Approval**

*Somerdale Bridge was allocated £70,000 as a provision approval in the 2017/18 budget, full approval is being sought. The first stage of the project will be a feasibility study which will inform the delivery and cost plans.*

Decision Maker: Cabinet Member - Transport

Decision published: 17/05/2017

Effective from: 25/05/2017

Decision:

The Cabinet Member agrees that the £70,000 provision approval in the 2017/18 budget be given full approval in order to undertake the feasibility study.

Lead officer: Gary Peacock

---

### **London Road £200,000, Full Budget Approval**

*London Road was allocated £200,000 as a provisional approval in the 2017/18 budget, full approval is being sought. Experimental TROs were introduced in late 2015 and permanent TROs now need to be implemented.*

Decision Maker: Cabinet Member - Transport

Decision published: 17/05/2017

Effective from: 25/05/2017

Decision:

The Cabinet Member agrees that the £200,000 provision approval in the 2017/18 Budget be given full approval in order to resolve the TROs and improvement works.

Lead officer: Gary Peacock

---

## **Whitchurch Primary School Expansion**

*Expand Whitchurch Primary from a one form entry 210 pupil school using 7 classrooms to a 1.5 form entry 315 pupil school using 11 classrooms. The project to provide a new permanent 4 classroom block and associated facilities.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 15/05/2017

Effective from: 23/05/2017

Decision:

The Cabinet Member agrees that a project budget of £1.309m will be included in the 2017-18 Schools Capital Programme to expand school place provision at Whitchurch Primary School.

Lead officer: Anne Leach

---

## **Determination of the Statutory Notice to Enlarge Whitchurch Primary School**

*Determine statutory notice proposing the enlargement of Whitchurch Primary School to create additional pupil places.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 15/05/2017

Effective from: 23/05/2017

Decision:

The Cabinet Member agrees that Whitchurch Primary School should be enlarged from 206 to 315 places from 1 September 2019.

Lead officer: Helen Hoynes

---

## **Schools Capital Projects at Freshford Primary, Longvernal Primary & St Nicholas Primary**

*Requesting approval and authorisation to proceed with three schools capital projects at Freshford Primary, Longvernal Primary and St Nicholas Primary to expand and enhance existing school accommodation.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 15/05/2017

Effective from: 23/05/2017

Decision:

The Cabinet Member gives full approval:

1. To spend £32,429.08 S106 contributions secured and received from the Pipehouse Nursery Housing Development to expand and enhance current education facilities at Freshford CofE Primary School.

2. To spend £70,000 S106 contributions secured and received from Inglenook, Primrose land and Alacan Housing Developments to provide bulge class accommodation at Longvernal Primary School.
3. To spend £50,000 Basic Need Grant to provide an additional classroom space at St Nicholas CofE Primary School.

Lead officer: Anne Leach

---

## **Bath Quays South**

*Regeneration and property estate investment in headquarters office and creative workspace development as part of the Council's delivery of Bath Quays.*

Decision Maker: Cabinet Member - Finance and Efficiency

Decision published: 05/05/2017

Effective from: 13/05/2017

Decision:

The Cabinet Members agree:

- 1) To fully approve £6.245m of the £9.012m provisionally approved 2017/18 capital budget for Innovation Quay - Economic Development Funding Enabling Infrastructure.
- 2) To enter Agreement for Lease of the Newark Works for the operation of creative workspace.
- 3) That the Strategic Director for Place in consultation with the Cabinet Member for Finance and Efficiency, Cabinet Member Economic Development and Strategic Director of Resources, is authorised to approve and enter new external funding agreements, including:
  - a) LEP EDF funding agreements with the West of England (WoE) Local Enterprise Partnership (LEP) for infrastructure provision up to £7.0m supporting Bath Quays South.
  - b) LEP LGF(or other grant) funding agreements with the West of England Local Enterprise Partnership (LEP) for additional funding supporting Bath Quay's Bridge alongside CCAF funds approved under Decision E2838.
  - c) LEP RIF funding agreement with the West of England Local Enterprise Partnership (LEP) for £1m additional financing towards flood mitigation approved under Decision E2538.

Lead officer: Simon Martin

---

## **School Transport - Increase in the charges to Denominational Transport and the Fare Paying Charge for non-entitled students from September 2017**

*To agree the fare paying from September 2017.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 27/04/2017

Effective from: 06/05/2017

Decision:

The Cabinet Member agrees:

- 1) The increase for all fare paying and denominational transport from £300 to £480 per annum from September 2017.
- 2) To retain the 50% subsidy for second or third children from families who have more than one child travelling and who are travelling as fare paying or denominational passengers in 2016/17, until those children complete the current (either primary or secondary) phase of their education or become the sole fare paying pupil from that family (whichever occurs sooner).
- 3) That this means that applications for fare-paying places for any child who was not already travelling in 2016/2017 will incur the full charge of £480 regardless of siblings.
- 4) To retain the exemption for low income families travelling on fare paying and denominational transport.
- 5) To review the charge annually. Increases will be agreed through the Council's budget setting process.

Lead officer: Kevin Amos

---

## **School Term and Holiday Dates 2018-19 Academic Year**

*To agree the recommended school term and holiday dates for the 2018-19 academic year.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 27/04/2017

Effective from: 06/05/2017

Decision:

The Cabinet Member agrees:

- 1) To note that Academies, Foundation, Free Schools and Voluntary Aided Schools have the power to determine their own term and holiday dates.
- 2) In order to maximise consistency of dates for the benefit of children and their parents, to recommend to all schools the Council's preferred calendar of School Term and Holiday dates for the academic year 2018-19 based on a 195 day calendar, as set out in the report.

Lead officer: Kevin Amos

## **Bath Western Riverside TRO**

*Considerations of responses to parking proposals included within the Bath Western Riverside TRO.*

Decision Maker: Cabinet Member - Transport

Decision published: 24/04/2017

Effective from: 03/05/2017

Decision:

The Cabinet Member AGREES that the proposals be implemented, modified or withdrawn as below:

1.1 Restrictions as detailed on plan E10.

Roads affected: Midland Road and Stothert Avenue

Restriction: 3 Hour Limited Waiting bays, Mon – Sat, 8am – 8pm, No Return within 2 Hours and Disabled Parking Bays.

Recommendation: That the proposals are modified as the Council received 11 objections to the implementation of these restrictions and only 1 response in support. It is therefore recommended that the proposed 3 Hour Limited Waiting bays are implemented but with a shorter time limit of 2 hours no return within 1 hour with a reduced operating time of Mon – Sat, 8am – 6pm to align with other restrictions in the area. The Disabled Parking bays are implemented as proposed.

Lead officer: Kris Gardom

---

## **Early Years and Education Improvement Programme**

*To improve Education, SEND & Early Years services by implementing a high-quality, modern, future-proof and cost effective IT solution which meets our current and future requirements, enabling us to support our children, young people and families effectively.*

Decision Maker: Cabinet Member - Children's Services

Decision published: 24/04/2017

Effective from: 03/05/2017

Decision:

The Cabinet Member agrees to:

1) Approve the utilisation of the £820k funding from the 2016/17 & 2017/18 provisionally approved Children's Education management scheme;

2) Delegate the authority to the Divisional Director for children young people and family decision to vary the existing children's social care database contract to meet our requirements for Education & Early Years.

Lead officer: Richard Baldwin

---

### **Dorchester Street Traffic Study - Full Budget Approval**

*The Dorchester Street review was allocated £100,000 as a provision approval in the 2017/18 budget, full approval is being sought. The review will establish if there are options for reducing the occurrence of delays.*

Decision Maker: Cabinet Member - Transport

Decision published: 20/04/2017

Effective from: 28/04/2017

Decision:

The Cabinet Member agrees that the £100,000 provision approval in the 2017/18 Budget be given full approval in order to investigate and develop traffic management improvements in the Dorchester Street area.

Lead officer: Gary Peacock

---

### **Financial Approvals – Leisure**

*This report deals with moving provisional budgets relating to leisure capital works to full approval.*

Decision Maker: Cabinet Member - Community Services

Decision published: 19/04/2017

Effective from: 27/04/2017

Decision:

The Cabinet Member agrees that:

### **Contractual Changes**

- Approval is given for refurbishment as the preferred option and the Council lead on the design and construction of the refurbished Keynsham Leisure Centre with GLL responsible for fitting out and operating the facility for the remainder of the 20 year contract, including making the required changes to the contract to enable this.

### **Budget Approvals**

- To fully approve £10.016m from the 2017/18 – 2021/22 Council provisionally approved capital programme for the refurbishment of Keynsham Leisure Centre.
- To fully approve the CIL budget of £200k for the delivery of the works required to the car parks at Bath and Odd Down.

Lead officer: Marc Higgins

---

## **Income Systems Upgrade and Associated works**

*To upgrade corporate income systems in order to comply with revised security standards.*

Decision Maker: Cabinet Member - Finance and Efficiency

Decision published: 19/04/2017

Effective from: 27/04/2017

Decision:

The Cabinet Member approves this project and its status within the capital programme be moved from 'provisional' to 'approved'.

Lead officer: John Hewlett

---

## **Replacement of 2 Designated Public Place Orders (DPPO) with Public Space Protection Orders (PSPO)**

*Anti-Social Behaviour, Crime and Policing Act 2014 replaces Designated Public Protection Orders with Public Space Protection Order (PSPO) which will otherwise automatically expire in October 2017.*

Decision Maker: Cabinet Member - Community Services

Decision published: 11/04/2017

Effective from: 21/04/2017

Decision:

The Cabinet Member agrees that

1. A 12-week consultation take place to gain views as to whether or not to extend the DPPO for the City of Bath as a PSPO, based on-

- (1) The proposed draft Order as set out in Appendix 1 and
- (2) The draft consultation questions set out at Appendix 2.

2. A 12-week consultation period take place to gain views as to whether or not to extend the DPPO for Midsomer Norton as a PSPO, based on-

- (1) The proposed draft Order as set out in Appendix 3, with a revised Schedule (taking into account comments made by Midsomer Norton Town Council), now to include within the proposed map boundary the new Town Park and Midsomer Norton Recreation Ground areas.
- (2) The draft consultation questions set out at Appendix 4.

Lead officer: Samantha Jones

---

## **Acquisition of an income generating office investment to incorporate within the Commercial Estate**

*This report sets out the terms of the proposed acquisition of an income generating office investment property.*

Decision Maker: Leader of the Council

Decision published: 05/04/2017

Effective from: 05/04/2017

Decision:

The Cabinet Members approve:

- 1) The acquisition of an investment property; and
- 2) Capital expenditure on the acquisition of the property and any necessary adjustments to the 2017/2018 capital budget to reflect this approval.

Lead officer: Richard Long

<b>Bath &amp; North East Somerset Council</b>		
MEETING/ DECISION MAKER:	<b>Cabinet</b>	
MEETING/ DECISION DATE:	<b>19 July 2017</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E</b>
TITLE:	<b>Park &amp; Ride East of Bath</b>	
WARD:	Bath Avon North, Lambridge and wards in Bath	
<b>AN OPEN PUBLIC ITEM</b>		
<b>List of attachments to this report:</b>		
Appendix 1 – Our plan to get Bath moving		

## 1 THE ISSUE

At a Special Cabinet meeting on 25 January 2017, Cabinet considered an extensive report on the need for a Park & Ride (P&R) to the east of Bath and authorised the Strategic Director, Place, in consultation with the Cabinet Member for Transport and Highways to make all necessary arrangements to implement a P&R at either site B or site F, subject to certain conditions.

This report outlines the work undertaken since January 2017.

### RECOMMENDATION

The Cabinet is recommended to:

- 1.1 Cease progressing site B as a possible location for a Park & Ride site to the east of Bath for access safety reasons and because it has not been possible to negotiate the purchase of the land within a reasonable timescale; and to cease progressing site F because of potential access safety issues.
- 1.2 Continue to implement new opportunities emerging from the Joint Transport Plan for the West of England and new mayoral transport powers associated with the

recently created West of England Combined Authority to address the transport issues facing Bath and North East Somerset to ensure that we sustain economic growth and support the provision of new homes.

- 1.3 To continue to investigate and implement approved schemes as identified in paragraph 4.13 of this report.

## **2 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 2.1 The resource issues and potential costs of developing and delivering P&R have been set out in the 25 January 2017 Cabinet Report.
- 2.2 The balance of the additional £0.5m approved by Cabinet (25 January 2017) to develop the next steps for P&R could be reallocated to support the investigation into alternative options of addressing the traffic problems in the city, as specified in section 6 of this report but this would be subject to further scheme(s) definition and subsequent Council approval to accept this new scheme into the Capital Programme
- 2.3 The work to define the further scheme options can be delivered within existing staff and financial resources. There are potential funding streams currently available through Central Government, Department for Transport grants and the West of England Combined Authority that could be used to fund transport related strategies and projects.
- 2.4 It should also be noted that the expenditure undertaken so far has primarily been related to traffic modelling and feasibility studies which can therefore be used as evidence to support any alternative proposals that come forward related to addressing congestion, air quality and the economic benefits of reducing traffic entering the city from the east.
- 2.5 Should a scheme not be developed the expenditure to date would be at risk of revenue reversion, this is approximately £1.1m. The value attached to this risk is now significant, although some of this work may contribute to developing the alternative approach set out in 2.3 above. In the event that an alternative solutions cannot proceed the funding of the revenue reversion costs will need to be considered by Council.

## **3 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 3.1 The decision taken by Cabinet on the 25<sup>th</sup> January 2017 was called in on the 1<sup>st</sup> February 2017. The Monitoring Officer verified the call in request on 7<sup>th</sup> February 2017 and the Communities, Transport and Environment PDS Panel met on the 23<sup>rd</sup> February 2017 to hear the call in. The Panel dismissed the call in and the decision detail is recorded and available on the Council website.
- 3.2 As a result of Purdah applying to both the West of England Combined Authority Election of Mayor and the General Election, this is the first opportunity to bring forward this report for consideration.

## **4 THE REPORT**

- 4.1 At the Cabinet meeting on 25 January, Cabinet noted that both sites F and B could deliver the required outcomes for a P&R site to the east of Bath. The decision was subject to call in as indicated in 3.1 above.

- 4.2 However, Cabinet authorised that site F with 800 or 1,200 spaces should be promoted as the preferred site for a new P&R east of Bath if site B (with 800 spaces) was not deliverable within a reasonable timescale and subject to satisfactory arrangements for the purchase of the site and agreement from Highways England on access. Cabinet delegated authority to the Strategic Director Place, in consultation with the Cabinet Member for Transport, to make all reasonable arrangements to implement the decision.
- 4.3 The Cabinet also approved all necessary expenditure to enable the site to be secured and requested the development of a full business plan for appropriate executive approval.
- 4.4 Negotiations with the landowners/landowner's agent over a reasonable period have failed to reach a suitable agreement for the land purchase required for Site B.
- 4.5 Whilst Highways England support the principle of P&R they have indicated that any approval for a new access from the A4 would only be determined through a planning application process and submission of technical information to demonstrate that a new access would be safe. Demonstrating an access is safe would require a design to be compliant with nationally recognised design standards and have the capacity to cope with likely traffic volumes and the additional demand that may be created by events. For example, Christmas markets, university open days and other functions likely to attract an increase in the number of vehicles wanting to use the site.
- 4.6 At the time of writing the report in January 2017 officers believed that it would be possible to achieve an acceptable junction design as specified in the technical standards. However, as explained in the report, additional technical work would need to be undertaken with regards to road safety in order to be reassured that safety would not be compromised.
- 4.7 Having undertaken further design work officers consider that access into site B cannot be safely achieved due to the close proximity of the proposed access to the junction of the A46/A4. The Design Manual for Roads and Bridges sets out the requirements in TD22/06 for a weave length between junctions. In simple terms this is the length of road required for traffic travelling between junctions to move into the correct lane and avoid side –swipe collisions. If the design requirements of the urban road standard is applied, the absolute minimum weave length requirement is 240m and the maximum weave length that can be achieved for site B is 258m. Given the likely high volume of usage which could then lead to queueing at the access point officers are not able to recommend that safe access can be achieved into the site.
- 4.8 Since the Cabinet Meeting in January 2017 officers, consultants and Highways England have given careful consideration to whether the access should be assessed against the urban or rural standard. Given the road layout, location and character of the A4 road at the point of the proposed access for either site it is highly likely that the road would be deemed a 'rural all purpose' road. As such there is a desirable minimum weave length of 1km.
- 4.9 Both accesses into sites B and F fall well short of this requirements. After much consideration officers therefore conclude that it will not be possible to achieve a suitably safe access for the travelling public and to satisfy the requirements of

the highway design standards set out in the Design Manual for roads and Bridges especially for site B under the current standards. Whilst site F provides a greater opportunity to design an acceptable access, it is not considered appropriate to invest further expenditure on the design of an access road without the certainty from Highways England that it will be supported.

4.10TD22/06 weaving length requirements are set out below. 'All-Purpose' relates of all road user types, as summarised in the table.

<i>Road Type</i>	<i>Definition</i>	<i>Desirable Minimum Weaving Length</i>
Rural Motorways	70mph motorway in a rural area.	2km
Rural All-Purpose Roads	A road that is generally not subject to a local speed limit.	1km
Urban All-Purpose Roads	Within a built up area, either a single or dual carriageway with a speed limit of 40mph or a dual carriageway with a speed limit of 60mph or less.	Design flows are inserted into figure provided in Appendix A (minimum length of weaving section) then compare to the design speed related to the absolute minimum weaving length. The greater of the two values should be selected (provided signing requirements can be met).

4.11Although site F did achieve a planning consent previously, it has been made clear by Highways England to the council's officers that any submission to Highways England would be assessed as an entirely new application. As technical design standards have changed since the former access was approved in 2009 a new junction design for site F would be required. The close proximity of Mill Lane bridge provides a physical constraint on the amount of space to modify the proposed junction into site F and provide adequate safety for road users.

4.12Therefore, officers recommend that both site B and F are rejected on potential highway safety grounds. However, the technical work undertaken to support the report to Cabinet in January 2017 identified that the provision of a new P&R east of Bath would help to meet an identified need to reduce car journeys into the city as part of a wider transport strategy. Consequently, Cabinet should continue to explore opportunities to reduce the number of private vehicles entering the city. The creation of the West of England Combined Authority and the further work undertaken since the Cabinet decision in January 2017 provide an opportunity to consider whether other transport options could be brought forward as part of a package to support the delivery of the Council's policies and strategies. The review of options will also allow for the prioritisation of schemes across the West of England to take place in order to ensure that infrastructure is delivered in the most appropriate way to support communities. The work undertaken to-date (i.e. evidence and analysis gathering) can be used to support this. These are explored below.

4.13 Officers are continuing to deliver an integrated package of works including objectives within the Getting Around Bath Transport Strategy Action Plan, for example the provision of variable messaging signs from the M4, and progressing the delivery of the Coach Parking and Parking Strategies. In addition, officers with the Cabinet Member will continue to:

- work with Highways England to deliver an A36-A46 link road.
- hold discussions with WECA and South Gloucestershire Council about improving the route to and from Lansdown P&R, particularly at the junction of Freezing Hill Lane and the A420, to make Lansdown a more attractive option for those travelling from the M4/A46
- improve access to Odd Down P&R (e.g. repositioning the bus lane and opening it up to cars accessing the P&R)
- hold further discussions with Wiltshire about potential opportunities further out from the city, potentially linked to an extended rail service
- undertake the scoping study for a light rail system (tram) in Bath and whether this could open up future opportunities to remove vehicles from the city
- continue a study of 'School Run' transport needs and solutions and consider any further opportunities to expand the existing 'safe routes to school' programme

4.14 It should be noted that the Council will be able to work with the new West of England Combined Authority so that the issues affecting Bath, and any possible solutions, can be considered on a sub-regional basis.

4.15 Therefore, it is recommended that Cabinet receive a further report on the alternative options available to reduce congestion, improve air quality and support economic growth by encouraging more alternative forms of transport to the car, restricting access to large vehicles, providing alternatives for through traffic and providing the right mix of parking in the centre and on the outskirts of the city.

4.16 'Our plan to get Bath moving' at appendix 1, highlights a package of joined up transport improvements and looks ahead to help meet rising demand and reduce the impact of traffic on local people.

## **5 RATIONALE**

5.1 Further work conducted by officers since January 2017 indicates that a suitably safe access for visitors, residents and other users of the P&R cannot be achieved and therefore sites B and F cannot be pursued further.

## **6 OTHER OPTIONS CONSIDERED**

6.1 Members will be aware that 21 sites have been reviewed as part of the evaluation process to find a suitable site for an east of Bath P&R and 19 of these were discounted prior to the Cabinet meeting in January 2017. No additional sites for a P&R to the east of Bath have been identified beyond Sites B and F.

## 7 CONSULTATION

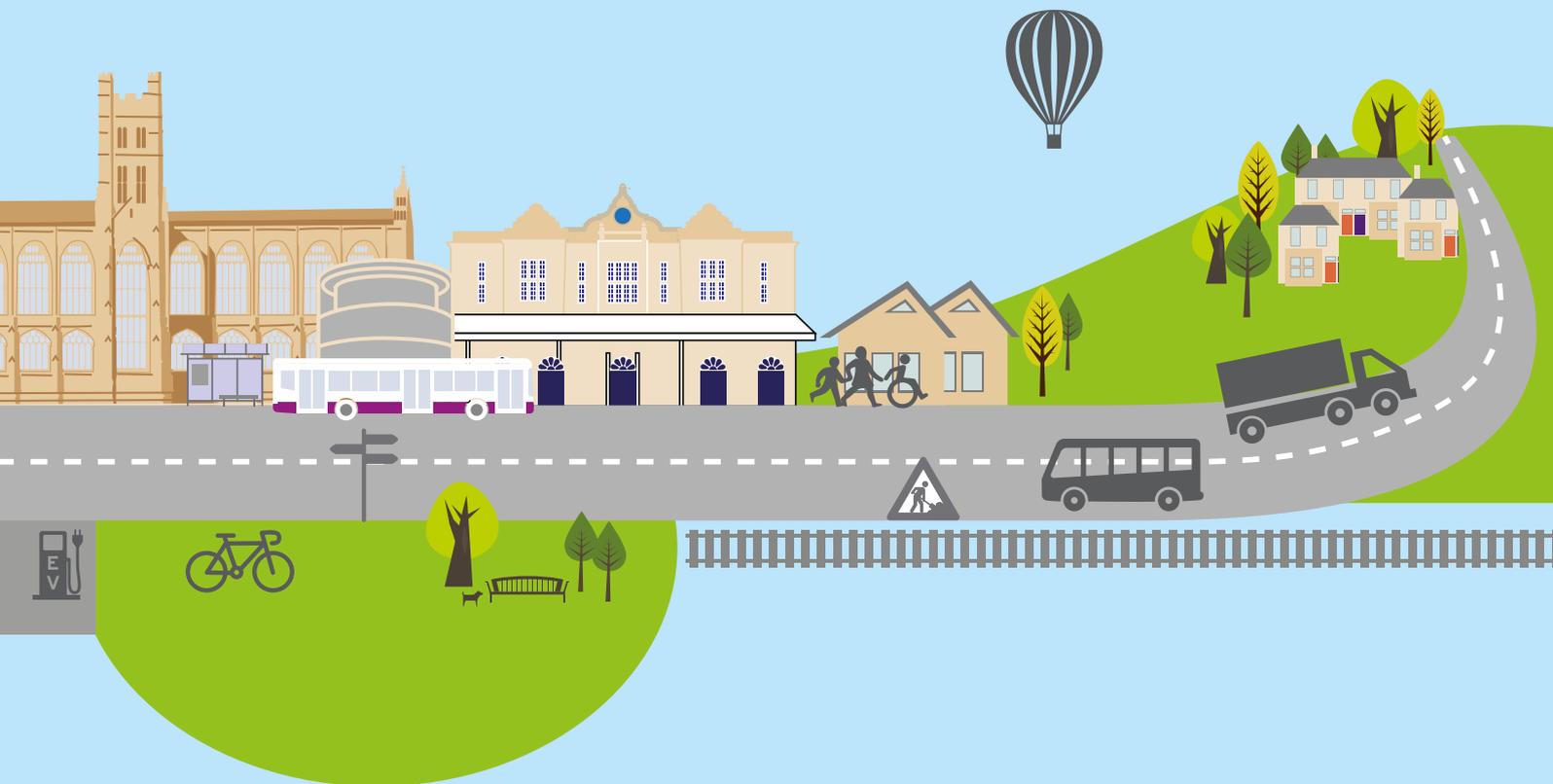
7.1 The Cabinet Member for Transport, Head of Legal services and Section 151 Officer have been consulted on the report. This report is being taken under the General Exception rule of the Council's Constitution (Part 4B, Access to Information, Rule 15). The Chair of the Communities, Transport & Environment Policy Development and Scrutiny Panel has been informed. The comments of the Chief Executive, Deputy Monitoring Officer and Chief Financial Officer were also obtained. The Strategic Director has been consulted. A decision taken under this notice cannot be called in.

## 8 RISK MANAGEMENT

8.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

<b>Contact person</b>	Louise Fradd – Strategic Director Place Martin Shields – Divisional Director (Environmental Services)
<b>Background papers</b>	Cabinet Meeting reports and Minutes 4 May 2016 and 25 January 2017. Communities, Transport and Environment PDS Panel met on the 23 <sup>rd</sup> February 2017 to hear the call in. Papers available on the Council's website.
<b>Please contact the report author if you need to access this report in an alternative format</b>	

# Our plan to get Bath moving

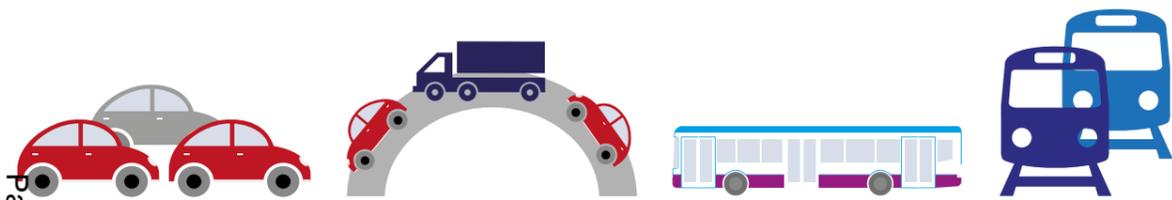


# Our plan to get Bath moving

The way we travel affects us all. Dealing with transport issues is therefore an important part of improving the quality of life for local people, unlocking economic growth and managing the increasing demand on our road network in the future.

No single transport initiative has the power to transform our travel choices, cut congestion, improve air quality or ease parking issues. That's why we're implementing a package of joined-up transport improvements to help meet rising demand and reduce the impact of traffic on local people.

This document focuses on the city of Bath, its major access routes and the transport needs of people living, travelling to and working in the city.



## Parking on the outskirts of the city

Existing parking such as the three Park & Ride sites are an important part of the wider transport measures to encourage drivers to park on the outskirts of the city and use alternative means, for example cycling and buses, to travel into the city centre. The aim is to provide more short-term parking to support local businesses.

The Council remains committed to providing appropriate out-of-town parking as well as tackling congestion and air quality on all major routes into the city.

## Championing an A46-A36 Link Road

Around 12% of traffic entering the city each day is through-traffic that doesn't stop in Bath. Plans for a new Link Road connecting the M4 / A46 directly to the A36 in the east of the city would effectively remove one third of this through-traffic from the A4 London Road and A36 Bathwick Street. This equates to removing well over 2,000 vehicles a day from the city centre, including c.900 HGVs. Because the Link Road would join two trunk roads, the decision to fund and build the road rests with Highways England.

## Improving bus journeys

We're working in partnership with bus operators to improve the reliability of journey times, encourage the adoption of greener buses and promote quicker payment methods, such as mobile ticketing. To improve passenger comfort we've recently completed a programme of bus shelter refurbishment, including real-time information displays and raised kerbs. We continue to encourage rural services, subsidising essential and voluntary services where needed.

## Improving local rail

Along with Network Rail and Great Western Railway, we're planning to improve the frequency of trains between Bath and Bristol within five years by extending the MetroWest rail service. This will feature more frequent, half-hourly stops at Keynsham and Oldfield Park to support the development of homes and businesses along Bath's riverside.

We are also exploring the economic feasibility of a light rail rapid transit system (trams) as a way of moving large numbers of people rapidly into the city centre reducing overall congestion. This is a first step towards wider studies to assess technical feasibility by 2020.



## Tackling the presence of goods vehicles

Getting the balance right between supporting businesses and limiting intrusive traffic is important for a city with World Heritage status. That's why we're working with the industry to help drivers identify appropriate routes around the city, and restricting access and loading times in busy shopping and tourist areas. These measures help to limit congestion and make Bath a nicer place to live, work and visit.



## Improving the road network

Investment in the quality and safety of our roads is a key priority. This involves removing pinch points that cause congestion, creating better signage to direct traffic, repairing potholes, and working with utility companies undertaking work on our highways. Our intention is to improve the flow of traffic along safer roads with more reliable journey times.



## Improving air quality

Queuing traffic – particularly from older

diesel vehicles – is contributing to higher than average levels of nitrogen oxides in certain areas of Bath. Tackling this requires a range of measures that help to reduce emissions and limit congestion, such as the adoption of greener buses, improving walking and cycling routes, providing more charging points for electric vehicles, and encouraging people to use alternative means of travel or public transport from the existing parking sites on the outskirts of the city such as the Park & Ride.



We're harvesting and sharing real-time transport data for online journey-planning apps, car parking signs, bus stop displays and variable message signs on routes into Bath. This information helps people make informed choices about their journey and boosts confidence in public transport and estimated travel times. Real-time information is particularly helpful following incidents and during events.



## Encouraging walking and cycling

Choosing to walk or cycle around the city and to public transport hubs is not only healthier than taking the car, it can ease the pressure on our transport network as the city grows, including pressure on parking. We're therefore reviewing and improving our network of walking and cycling routes and installing better signage. This work includes adequately linking up Bath's new riverside development to public transport hubs and the city centre, and building a new pedestrian bridge at Bath Quays.

## Wider parking plans



In line with our aspiration to reduce car use in the city, we will encourage drivers to use parking on the outskirts of the city or alternative means of travel to allow an increased mix of short term and disabled parking in the centre. This will make it easier to park whilst supporting economic growth for local businesses. The council will continue to support cycling, rail and buses as well as exploring other



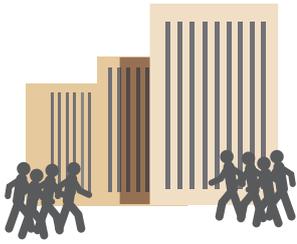
alternative means of travel – such as making better use of the river – to meet the demands created by more people wanting to live and work in the city.

More charging points for electric vehicles and secure cycle parking will encourage greener ways of travelling, and there are proposals to provide long-stay coach parking in non-residential areas, supported by additional drop off points in the centre. Other key initiatives include increasing traffic management before and during events.

## Working with schools and large employers

We're working closely with our schools and largest employers to help them promote and incentivise alternatives to driving, such as walking, cycling and using public transport. Initiatives include: supporting employers to access grants for electric pool bikes and improved cycling facilities; extending our safer routes to school network; helping our largest employers to create travel plans; and encouraging schools to become accredited Modeshift STARS, an awards scheme that promotes sustainable travel and road safety.

## Our Transport Plan – in summary



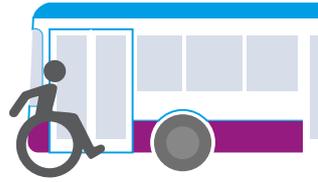
We're also championing the installation of superfast broadband across the area – including rural areas – so that home working is a possibility for more people.

### Connecting new development



The area's planned economic growth means more pressure on our transport network. We need to ensure that significant developments are built in or next to existing urban centres, with good access to public transport links. This means greater opportunities to move residents and workers to their final destination using public transport, reducing the impact of future growth on the existing road network. New transport alternatives being explored, such as a rapid transit system (trams), all contribute to reducing pressure on the network as the economy grows.

For example, Bath's new riverside development will be designed in such a way to reduce the need for people to travel by car – supported by a new bus service, more frequent trains



from Oldfield Park, and well-designed walking and cycling routes to public transport hubs. This includes a new pedestrian bridge across the river at Bath Quays.

### Improving access for people with restricted mobility

We are making it easier for people with restricted mobility to get around the city and access public transport. We've raised kerbs at main bus stops in Bath and the majority of buses now have lowered floors to assist access. A review of access around the city will inform improvements to roads, paths and crossings for people with restricted mobility.

Our improvements to busy shopping streets and tourist areas, such as levelling pavements and restricted vehicle access are already helping people with mobility scooters, wheelchairs and prams to move around the area freely. We've also improved our car parks to make them more accessible, widening disabled and family bays and lowering pavements.



### Other ideas

The Council regularly receives suggestions from the public on ideas for sustainable transport. For example, the River Avon has the potential to become part of Bath's transport network, running river taxis to help move tourists, commuters and shoppers around the city.

We are also looking into other alternatives including the feasibility of a light rail, rapid transit system (trams) capable of moving large numbers of people rapidly to their destination, connecting to the key transport hubs in the city, large employers and new developments. Other initiatives being looked at include smarter ticketing that would allow a single ticket to be used on a number of different types of transport – making journeys easier – reducing reliance on the car.



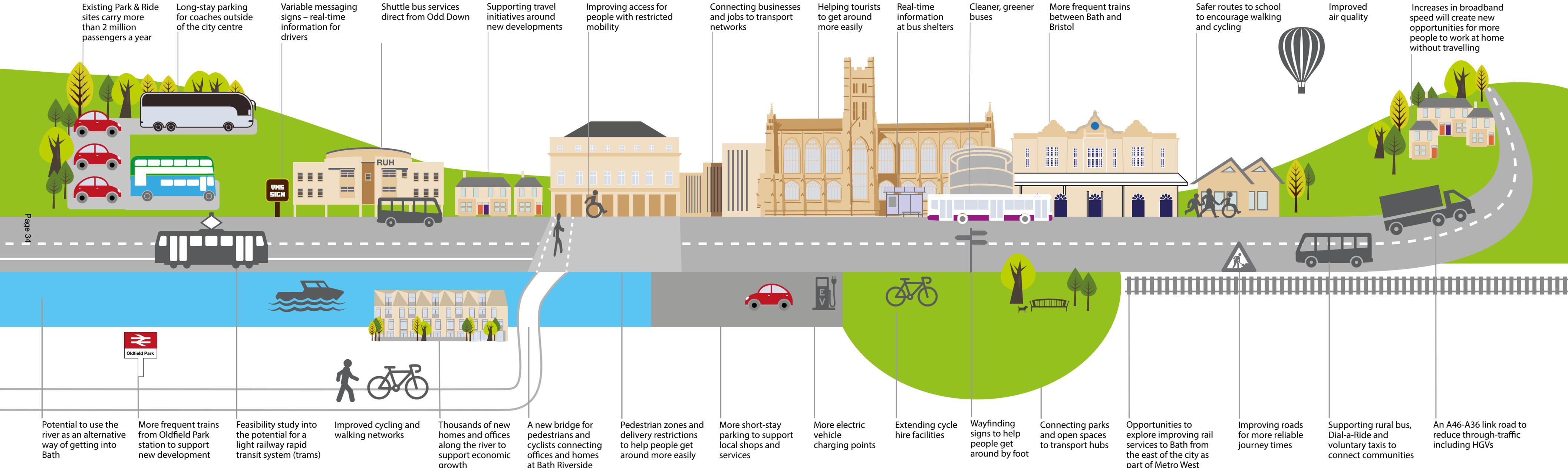
### Looking ahead

Some of these projects are relatively easy to achieve and already underway; others are more complex requiring planning consent and the agreement of the Department for Transport and Network Rail. Others, such as river transport, are just ideas at this time. Our aspiration is to see projects already in the pipeline completed within the next 20 years. You can find out more about them overleaf.

### More information

For more information, you can also refer to the our Transport Strategies for Bath, Keynsham and the Somer Valley; the West of England's Combined Authorities' draft Joint Transport Study; our new Parking Strategy and Creating the Canvas for Public Life in Bath – A Public Realm and Movement Strategy for Bath City Centre.

# Our plan to get Bath moving



Existing Park & Ride sites carry more than 2 million passengers a year

Long-stay parking for coaches outside of the city centre

Variable messaging signs – real-time information for drivers

Shuttle bus services direct from Odd Down

Supporting travel initiatives around new developments

Improving access for people with restricted mobility

Connecting businesses and jobs to transport networks

Helping tourists to get around more easily

Real-time information at bus shelters

Cleaner, greener buses

More frequent trains between Bath and Bristol

Safer routes to school to encourage walking and cycling

Improved air quality

Increases in broadband speed will create new opportunities for more people to work at home without travelling

Potential to use the river as an alternative way of getting into Bath

More frequent trains from Oldfield Park station to support new development

Feasibility study into the potential for a light railway rapid transit system (trams)

Improved cycling and walking networks

Thousands of new homes and offices along the river to support economic growth

A new bridge for pedestrians and cyclists connecting offices and homes at Bath Riverside

Pedestrian zones and delivery restrictions to help people get around more easily

More short-stay parking to support local shops and services

More electric vehicle charging points

Extending cycle hire facilities

Wayfinding signs to help people get around by foot

Connecting parks and open spaces to transport hubs

Opportunities to explore improving rail services to Bath from the east of the city as part of Metro West

Improving roads for more reliable journey times

Supporting rural bus, Dial-a-Ride and voluntary taxis to connect communities

An A46-A36 link road to reduce through-traffic including HGVs

<b>Bath &amp; North East Somerset Council</b>		
MEETING/ DECISION MAKER:	<b>Cabinet</b>	
MEETING/ DECISION DATE:	<b>19<sup>th</sup> July 2017</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2970</b>
TITLE:	<b>Modern Libraries Options for Bath</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <ul style="list-style-type: none"> <li>Modern Libraries Options for Bath Business Case</li> <li>Appendix A: Accessibility Report</li> <li>Appendix B: Financial Summary</li> <li>Appendix C: Library/One Stop Shop Common Design Principles</li> <li>Appendix D: Site Issues Summary</li> <li>Appendix E: Bath Consultation Equalities Impact Assessment</li> <li>Appendix F1: Consultation Summary</li> <li>Appendix F2: Consultation Leaflet</li> <li>Appendix F3: Consultation Poster</li> </ul>		

## **1 THE ISSUE**

- 1.1 Bath Central Library is one of our 3 main Libraries and is part of our overall strategic review of the Modern Library Agenda in which we are seeking to integrate our Library and One Stop Shop (OSS) services.
- 1.2 Following an appraisal of the potential options, a review of local needs and public consultation on design, this report and the attached papers sets out the reasoning for the recommendation to consult on two options for integrating Bath Library and OSS services in one location.

## **2 RECOMMENDATION**

The Cabinet is asked to;

- 2.1 Note and be cognisant of the Business Case and the appendices, in particular the consultation proposals at appendix F (1, 2 & 3).

- 2.2 Approve the proposed consultation approach as set out in Appendix F (1, 2 & 3) in order to determine the preferred option.
- 2.3 Receive a further report in October which will include consultation findings, a further Equalities Impact Assessment of the selected option to implement and a request to approve capital funding.

### **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 The Council has made provision for a capital budget of £5.953m plus £0.773m identified balances (a total of £6.726m overall) in order to deliver the modern libraries programme, this report focuses on the delivery of integrated Library and OSS services in Bath.
- 3.2 The proposed scope of works for each of the two options is described within the business case. It is important to note that the capital costs used in the analysis are derived using standard rates and calculations are only on the assumption that all integrated services would be delivered from each site. No design has been developed at this stage. This has been done in order to assess and confirm assumptions on indicative costs and timescale. The design work will commence on the chosen option once the budget is approved later this year.
- 3.3 Lewis House is a Council owned building and we have a long lease of The Podium, conversations are ongoing with the landlord for the Podium regarding the options being considered. A summary of this and other site issues is included as appendix D to the report.
- 3.4 Of the two options being considered, Option 3 (Lewis House model) has an indicative capital cost of £6.4m for Bath (the overall Modern Libraries programme including option 3 is estimated to cost £7.1m). The net savings are estimated to be £327k per annum for Bath (the overall Modern Libraries programme is expected to save a net £732k per annum).
- 3.5 Option 4 (Podium model) has an indicative capital cost of £2.8m for Bath (the overall Modern Libraries programme including option 4 is estimated to cost £3.6m). The net savings are estimated to be £393k per annum for Bath (the overall Modern Libraries programme is expected to save a net £798k per annum).
- 3.6 Details of the costs are at Appendix B in a report prepared by Ernst & Young, the Council's financial partner, providing an independent review of the costings, the financial position for each option and a summary of how the Bath proposals contribute to the whole programme position.
- 3.7 The implications for both Library and OSS staff are that the services will operate together with integrated procedures and processes, professional skills and subject specialisms will be maintained. There are no plans to make any redundancies and this transformation of the service will contribute to the overall programme savings target of £800k by 2020.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 Under the Public Libraries and Museums Act 1964, local councils in England have a statutory duty to provide a 'comprehensive and efficient' library service for all people working, living or studying full-time in the area who want to make use of it.
- 4.2 We are not planning on closing or diminishing the Library Service in any way, by bringing the two services together we believe that residents and library users in Bath will still receive a comprehensive and efficient library service. Councils need to take a strategic, long-term approach to transforming their library service to strengthen organisational and financial resilience. Decisions should be made based on assessment of need, and actively managed with the community and library professionals.
- 4.3 In this report you will see that the above requirements are being adhered to, this decision is part of the Council's longer term strategic plan to help Libraries and OSS services thrive and not just survive; The Needs Assessment is available online (see link in list of background papers).
- 4.4 Initial consultation on design principles has been conducted with Library and OSS users and the outcome of this has been published online (see link in list of background papers). Additional public meetings have been held in the localities setting out the strategic aims through the Area Forums. An equality impact assessment on the consultations is attached at Appendix E and the ongoing consultation plan is included as Appendix F to the report, which includes the plan to further engage with user groups as part of the design process once a decision on location is made.
- 4.5 Councils are encouraged to provide Department for Culture Media and Sport with advance notice of proposals to change library service provision to assist the Libraries Minister in carrying out their statutory superintendence role - ensuring that councils are fulfilling their legal duties. In this case the Council has been in communication with the Department about its overall strategy which aligns in many ways with the "Ambition for Public Libraries in England 2016 to 2021" paper, we have also sent details of these proposals to the Department.

## **5 THE REPORT**

- 5.1 Our Corporate Vision and objectives form the bedrock for our Modern Libraries programme. The programme aligns corporate priorities, our directorate plan priorities and the key outcomes set out in the Libraries ambition paper, as well as taking account of local needs.
- 5.2 The aim of the programme is to develop sustainable and integrated shared spaces in our three main population centres. These will be the primary destination for learning, advice and information and the delivery of multiple public, voluntary and third sector services which supports the whole community to fulfil their potential through enabling and encouraging literacy, access to information and IT in an equal environment.
- 5.3 We recognise that 'one size will not fit all' and we will tailor our solutions to meet community needs as well as working with communities to help them to deliver more for themselves.
- 5.4 The Modern Libraries Programme will play an enabling role in the community to deliver our priority outcomes:

- Create stronger more resilient communities
- Increase reading and literacy
- Improve digital access and literacy
- Improve health and wellbeing
- Provide information and support for our most vulnerable residents
- Support economic growth by encouraging people back to work and encouraging greater prosperity
- Help everyone achieve their full potential through learning and access to information
- Provide cultural and creative enrichment
- Provide safe spaces

5.5 Footfall in both the OSS and library are showing downward trends as are the number of library issues. Amalgamating the two services would enable both to succeed based on our learning from the Keynsham model.

5.6 The data shows that the demographic use of the library in Bath is from our least deprived areas which is not entirely reflective of the population in the area, it is likely that by combining the two services in the same space there would be an increased exposure to the library service for the most deprived members of the community which meets our future ambition and outcome requirements.

5.7 By implementing our new customer service operating model the staff from Libraries and the OSS will be cross trained to offer multiple services from the one location, we will still retain staff with the professional skills to meet specific needs but with the combined resources we will be able to offer a more resilient service as well as reduce costs over time.

## **6 RATIONALE**

6.1 As described in the report, the options for integrating the Library and OSS in Bath allows us to deliver our strategic objectives at the same time as meeting the financial challenges we face.

6.2 In Section 7 we describe the alternative options for achieving the objectives set out.

## **7 OTHER OPTIONS CONSIDERED**

7.1 We have looked at a wide range of delivery models for Libraries and we have visited a number of other authorities to see how they are meeting their current challenges. The service integration model was selected and this report focuses on our options for delivering that model in Bath. We have looked at 5 location options for delivering our modern library approach and these are detailed in the Business Case.

7.2 The five location options were evaluated against four key criteria: (1) do they deliver the savings required; (2) would they deliver our main objectives; (3) could they be delivered within the required timescale; and (4) are they within the provisional capital budget.

7.3 After analysis of each option we have concluded that only two options can meet these specific requirements. These are Options 3, integration within Lewis House & 4, integration within The Podium.

**8 CONSULTATION**

- 8.1 In preparing this report there has been consultation with a wide range of groups through our Community Forums and through an initial round of public consultation on design details/requirements. Information and feedback from this consultation has been taken in to account, as has the views of staff in Customer Services and the Libraries Service (including frontline workers). The output from the consultation to-date is referenced in the business case and available online.
- 8.2 Regular meetings have been held with cabinet members to update on progress and to act upon feedback. The Monitoring Officer, Legal Services and representatives at the Department for Culture, Media and Sport have been consulted on the approach being taken to ensure proper compliance.
- 8.3 The section 151 officer, finance and property officers have been involved with the options appraisal and cost models. External advice and independent assurance on the financial models has been provided by Ernst & Young.
- 8.4 It should be noted that this report recommends further consultation before any decision is made.

**9 RISK MANAGEMENT**

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance. A table of key risks is included within the draft business case.

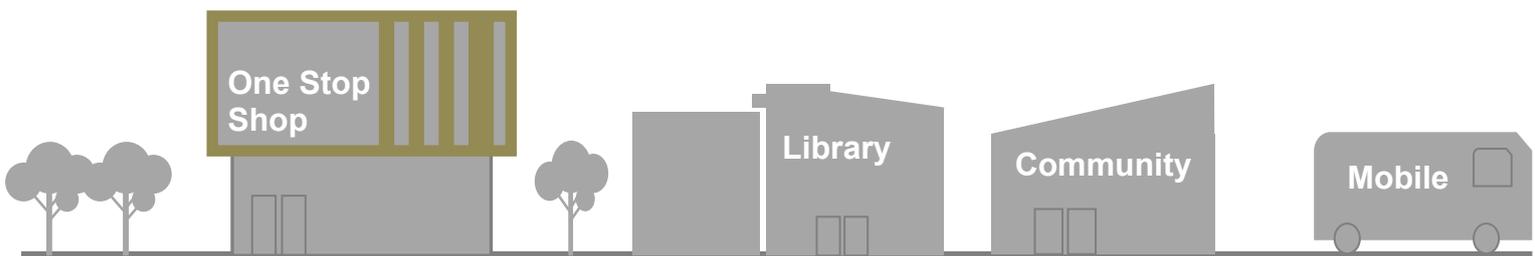
<b>Contact person</b>	<i>Ian Savigar, Divisional Director Customer Services: Tel 01225 477327</i>
<b>Background papers</b>	<p>Corporate Plan  <a href="http://www.bathnes.gov.uk/services/your-council-and-democracy/corporate-plan">http://www.bathnes.gov.uk/services/your-council-and-democracy/corporate-plan</a></p> <p>Libraries Ambition Document <a href="https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021">https://www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021</a></p> <p>Public Libraries &amp; Museums Act 1964  <a href="http://www.legislation.gov.uk/ukpga/1964/75/contents">http://www.legislation.gov.uk/ukpga/1964/75/contents</a></p> <p>Strategic Framework  <a href="http://www.bathnes.gov.uk/services/libraries-and-archives/modern-library-service">http://www.bathnes.gov.uk/services/libraries-and-archives/modern-library-service</a></p> <p>Needs Assessment  <a href="http://www.bathnes.gov.uk/sites/default/files/siteimages/Your-Council/Local-Research-Statistics/bnes_libraries_needs_assessment_-_final_05.07.17.pdf">http://www.bathnes.gov.uk/sites/default/files/siteimages/Your-Council/Local-Research-Statistics/bnes_libraries_needs_assessment_-_final_05.07.17.pdf</a></p> <p>Public Consultation (1) <a href="http://www.bathnes.gov.uk/services/libraries-and-archives/modern-library-service">http://www.bathnes.gov.uk/services/libraries-and-archives/modern-library-service</a></p> <p>Designing Public Libraries for the 21<sup>st</sup> Century: Lessons for the UK Gemma John 2016  <a href="http://www.inspiringlibraries.com/my-project.html">http://www.inspiringlibraries.com/my-project.html</a></p>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

This page is intentionally left blank

# Modern Libraries Programme

## Options for Bath

### Business Case – July 2017



## Contents

The Programme in Context.....	3
Drivers for Change.....	4
Options considered.....	5
Developing the new model.....	6
Achieving Financial Benefits.....	7
Community Run Libraries – with Local Authority support.....	8
Local Authority Run Libraries – with community support.....	8
Options for Bath.....	8
Programme delivery.....	17
Key Risks.....	18

## The Programme in Context

1. Bath and North East Somerset (BANES) Council's [Corporate Vision and Objectives](#) form the bedrock for the Council's Modern Libraries Programme. The Programme aligns corporate priorities, its directorate plan priorities and the key outcomes set out in the [Libraries Deliver: Ambition for Public Libraries in England 2016 – 2021](#), as well as taking account of local needs.
2. The aims of the Programme are to ensure the delivery of the Council's strategic objectives and outcomes as well as securing a sustainable future for both Libraries and One Stop Shop services, including those provided by the Council's partners and the voluntary sector. By integrating these services in the Council's three main population centres, it will provide a primary multi-agency destination for learning, encouraging literacy, access to advice, information and IT - supporting more people in the community to fulfil their potential in an inclusive and accessible environment.
3. The Council recognises that one size will not fit all needs and it will have to work with communities to tailor solutions to meet local needs, as well as helping communities to deliver more for themselves.
4. The Council has been careful to discharge its statutory duty under section 7 of the [Public Libraries and Museums Act 1964](#) ("the Act") 'to provide a comprehensive and efficient library service for all persons' in the area that want to make use of it. In providing a library service, local authorities must, among other things: have regard to encouraging both adults and children to make full use of the library service, and lend books and other printed material free of charge for those who live, work or study in the area. The Council is also mindful that local authorities have the power to offer wider library services beyond the statutory service to other user groups, and that the Act allows for joint working between library authorities.
5. An interpretation of what is meant by a 'comprehensive service' was provided by Lord Justice Ousely in *J Bailey v London Borough of Brent* in 2011 where it was held that "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." With regard to what constitutes a 'comprehensive and efficient library service' the High Court in *R (Green) v Gloucestershire City Council* 2011 held "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."
6. The Council aims to develop an efficient service that makes the best use of the assets available in order to meet its core objectives and visions whilst recognising the constraints on its resources.
7. The Programme as outlined in the Council's [Strategic Framework](#) is the blueprint for delivering our priority outcomes for both Libraries and Council One Stop Shop Services, in summary;

- Create stronger, more resilient communities
- Increase reading and literacy
- Improve digital access and digital literacy
- Improve health and wellbeing
- Provide information, support and signposting for our most vulnerable residents
- Support economic growth by encouraging people back to work and encouraging greater prosperity
- Help everyone achieve their full potential through learning and access to information
- Provide cultural and creative enrichment
- Provide safe spaces and community cohesion

## Drivers for Change

8. The Council is committed to protecting frontline services, particularly for the most vulnerable, but needs to find ways of making savings while continuing to meet the needs of the customers. By reviewing the way we deliver library and customer services, there's an opportunity to both invigorate the services to meet modern-day customer lifestyle/preferences and to save money. This will ensure good value for money whilst maintaining a quality service which is responsive to resident's needs.
9. Like all local authorities, the Council is working in an extremely challenging financial climate. It needs to cut £37 million from its budget over the next three years, which means there are tough choices to make about the way services are provided. Customer Services Directorate's contribution to the savings target is £800k a year after 2020 and its aim as an authority is to find innovative ways to deliver this.
10. Prior to this programme, both Customer Services and the Library Service have sought to make continuous improvements to operations and to make efficiency savings. Operational policies and practices have been reviewed and new ways of working have been introduced as a result. New technology has been introduced where appropriate to support more efficient working – for example, self-service kiosks. In addition, the Council was one of the four founder members of the LibrariesWest Consortium which is now a partnership of seven public library services in the south west of England. The partnership enables these public library services work together to share costs and offer enhanced services to customers who can
  - use their membership card in any one of the 145 public libraries across the consortium
  - use the computers to access the internet/office programmes in any of the libraries
  - access a joint catalogue of around 2.5 million items
11. The demand on the Council's front-line services is changing. As we move into a new digital age, the number of book issues in libraries is declining on a national scale and it is no different in Bath and North East Somerset. Similarly in Customer Services, the move to more digital services, including the switch of working age housing benefit customers to Universal Credits, is changing the nature of our customer interactions and now is the time to address these changes and plan for future delivery.
12. The Council has undertaken a [Needs Assessment](#) of its Library Service and summary is available online. To summarise, the footfall is strong in our libraries, particularly in Bath and Keynsham and the current users are active and passionate about the service. However, there is a low take up of library services particularly in our more deprived communities, those

with higher literacy/skills development needs, and those whose lives are impacted by isolation, language and culture. Public libraries sit within communities, and as key information hubs it's vital that they meet community needs. The Council will work with local people to define, develop, plan and deliver the right mix of services to meet local needs and priorities; no two places will have the same mix. For example, rural and urban areas will need different ways of delivering services. Doing this will reinforce the library's role, develop and integrate existing services and provide a credible focal point for local community activity.

13. These are challenging times for councils and the library services they run. The way people use libraries and their expectations of public services are changing. Financial and demographic challenges are increasing. Standing still is not an option. We want libraries and our council services to be more resilient and better equipped to weather future challenges - to thrive, not just survive.

## Options considered

14. Nationally, local authorities are considering a wide range of options for delivering library services, these include:

- Remaining in-house but by re-engineering and co-locating with other services and third party partners to create a 'blended' model.
- Work with a delivery partner such as a Local Authority Trading Company, a Public Service Mutual or other Joint Venture operating under SLA/contract to the Council.
- Outsource to existing social enterprise, third sector or private provider.

15. The Council considered all of the models as part of a desktop review, to assess both their suitability and potential to deliver the service in line with available resources.

- A Mutual or Joint Venture would be counter intuitive to strategic decisions to maintain Council-run, face-to-face services. As we are considering both Library and Council's One Stop Shop Services, this option would limit the opportunity for savings. If these obstacles could be overcome, this may be an option to consider in the future.
- To outsource may deliver some efficiency savings but practice has shown this to be somewhat limited. The option would not give the level of transformational change we need as an organisation to ensure future sustainability. Once this has been achieved this may again be an option to re-consider in the future.
- A 'blended', in-house service model which integrates customer services and library functions in key locations together with community-run local services has been identified as the best way to deliver the vision, priorities, service outcomes and strategic objectives of the programme in Bath and North East Somerset.

16. The 'blended', in-house service model option addresses all of the key Corporate Strategy Priorities:

- A new relationship with customers and communities
- A focus on prevention
- A strong economy and growth
- An efficient business

## Developing the new model

17. Customer Services has been developing the Council's One Stop Shops and other face to face sites as focal points for council services and for those of partner organisations since 2005 as part of its Customer Access and Customer First Programmes. This has enabled the best use of property assets, reduced carbon footprint and provided the most efficient use of resources to protect the 'Public Purse'. As well as improving customer experience, it offers more value by providing comprehensive access not only to Council services, information and relevant experts but also the services of local partner agencies in single locations.

This ensures services delivered are:

- accessible, convenient, responsive and cost effective
- targeted to meet the needs of customers and our communities

18. These single points of contact or front offices are staffed by people with the right skills, expertise and attitude, and who have been trained in customer advice i.e. their purpose is to take ownership of the customer issue and ensure resolution. They operate to common quality standards and will have appropriate systems for access to information for requesting services, for chasing progress and for dealing with complaints. The aim will be to resolve the majority of requests at first point of contact, whilst advising of and signposting the customer to any other appropriate services that they may be eligible for, or that are suitable for their circumstances. This reduces the number of contacts customers have to make in order to obtain the services they require and reduces failure demand.

19. Utilising the learning from our Customer Programmes and embedding [corporate design principles](#), the plan is to change and transform how we work. Customer and Library Services will operate together, integrate procedures and processes and deliver services to our customers, in order to meet the Council and the Service's priority outcomes.

20. Since the opening of the new Keynsham Library and OSS in October 2014, both library and Customer Service staff have been working alongside one another sharing skills and knowledge that support both teams and enables the identification of duplication and benefits in working practices. It's essential that the Council continually reviews how its services are delivered to meet the changing needs of its customers and the wider environment.

21. Libraries have a history of utilising volunteer support and in BANES there are approximately 70 volunteers on a regular basis providing a home-delivery service to the housebound. They support community library delivery, deliver parent and baby story and music sessions, run craft activities, lead book clubs for some of our marginalised groups and help the uninitiated to become digitally literate. The Council recruits a whole cohort of volunteers to support the Summer Reading Challenge which runs over the summer holidays for children and young people.

22. The volunteering experience means different things to different people; for some it helps fill a void, for others it keeps them fit and alert, for others it adds valuable transferable skills to their employment profile. Likewise the benefits to the receiver can be many; a visit to look forward to in a world of isolation; early parenting support in conjunction with other new parents.

23. A key priority in the Service Delivery Plan is to increase the volunteer resource so that we can take the service to the community. In addition to the operational delivery of the Library Service we organise outreach and added value services targeted to reach the residents who

might not be able to get to the library buildings, may not be aware of the library service or may choose not to engage with traditional services.

24. The Council has a nationally accredited reader development programme, Book Start, working with families, early years childcare providers, health and children's centres to instil the love of reading at an early age. A programme of engaging schools, targeted children services (e.g. looked after children, children in care, children with special needs) is ongoing and a variety of initiatives arranged with Youth Services to involve young people in libraries.
25. The home library service, books on prescription and work in care homes and sheltered housing around dementia support and memory all provides support for the isolated and less robust in the community. The Council works with a local college to facilitate digital introduction to anyone lacking confidence operating a tablet or PC.
26. Some of these activities provide early parenting advice for young families, supporting marginalised groups, targeting inclusion for others, providing support to the isolated, and offering other services than just books, such as help with finding training for work or empowering people to manage life events.
27. The Council has already started transforming the way it works by reviewing and changing current processes, using staff strengths and skills more effectively, bringing in new technology where appropriate to support digital by choice, and building a strong performance management culture with supportive staff development to deliver services to customers in a different ways. This supports our strategic aims for the services – in terms of finance and delivering priority outcomes.

## **Achieving Financial Benefits**

28. In order to achieve the savings target for the whole programme outlined in the Drivers for Change - within 3 years, staffing reductions will have to be made. This is because fixed costs are difficult to remove and other variable costs are relatively low in comparison. By integrating the services with a new service-wide operating model it will enable staff from Libraries and the One Stop Shop to be cross trained to offer multiple services from the one location. The Council will retain staff with professional specialities or expertise in order to meet specific needs, but with the combined resources we will be able to offer a more resilient service and reduce costs over time.
29. This will mean a further reduction of just below 20% of the whole Customer Service workforce (after the first year's saving target is achieved) in order to meet both the savings target and associated service supported borrowing to fund the capital investment. The aim is to manage resources effectively so that when natural annual turnover of staff occurs i.e. staff leave on their own accord, they will not be replaced. As the Council's highest customer demand and activity for both the Library and Council One Stop Shop is in Bath – and this is where the greatest resources are employed - it is where the majority of the savings will have to be made.

## Community Run Libraries – with Local Authority support

30. The Council is at the very early stages of engaging with local communities to look at alternative models of service provision to a mobile or branch library in order to meet their own community needs. This is essential to ensure a sustainable future for branch and community libraries across the area with reduced council financial resources. It will require separate conversations with each community as one size does not fit all and the Council's priority is to ensure the best outcome for each community. Financial considerations for both investment and savings have been included in the business case model to support this ongoing work.
31. A report on Community Run Libraries will be presented to Cabinet later this year.

## Local Authority Run Libraries – with community support

32. In **Keynsham** this model has been in operation since the new building opened in October 2014. This new facility has revitalised library use in the community bucking the national downward trend. Indeed, over the last 10 years increased footfall and activity in most libraries has occurred after some redesign and investment in the buildings.
33. In **Midsomer Norton** the Council is considering relocating the Library into a remodelled space to integrate with the current Council's One Stop face-to-face provision on the ground floor of the Council's office (the Hollies) which is just across the street. This will create a more modern joint service which will support any plans for regeneration of the town by releasing the current library asset. A separate report has been drafted which is awaiting a Single Member Decision.

## Options for Bath

34. Demographics and footfall data confirms that Bath Central Library is different to all other libraries in the district and accounts for significantly greater activity than other libraries. Whilst footfall in Bath Central Library remains high, the number of items borrowed from the library is declining. Usually there is a correlation between visitors and library issues but not in Bath – indicating that people are using the space for other activities.
35. Key findings of the needs assessment showed that the Library had 495k visitors who borrowed 256k items and booked 667k sessions on a computer. Almost 300 events were organised, the majority held within the Library and the majority targeted at younger people.
36. Unlike in our other urban areas, the library in Bath is mainly used by the least deprived users, with usage highest by children and families and by the older generation. Across BANES as a whole, U18s from the least deprived areas are twice as likely to be using the service as those from the most deprived. The most deprived users use the computers more.
37. Using only one data set of users (Housing Benefit claimants) as indicative of One Stop Shop users, the socio-economic profile of these users is markedly different to that of library users with significant representation amongst our most deprived communities. However, not all

OSS users are claimants – other services on offer are Housing Advice, Highways and Traffic, Building Control, Environmental Protection, Social Services and Shopmobility. A range of partner organisations also offer services from the OSS including Bath Mind, Bristol Credit Union, Citizens Advice, Curo, Reach and Jobcentre Plus.

38. The underutilisation of Bath Library by our most deprived communities has highlighted that there is a greater need to provide a convenient base for people from a wider range of backgrounds, to encourage usage for those who it may have a beneficial support, such as those who don't have access to books and computers at home.
39. Early work on the proposed location of a combined facility in the City drew on several national best practice case studies, site visits to other authorities, reports sponsored by the Government's Libraries Taskforce on the principles shaping contemporary libraries including *Designing libraries in the 21st century: Lessons for the UK*, Gemma John 2016, and previous feedback from staff and customer consultations.
40. Amongst other criteria, any location selected for a library should offer:
  - accessibility and inclusion
    - located near a transport hub for easy access to and from the city
    - located on a main city or town square or shopping mall for convenience
    - co-located with other services – such as health facility and citizens advice bureau
  - visibility and connectivity
    - an atrium providing customers with a good view of all floors
    - a generous reception area with clear circulation routes
  - flexibility and adaptability
    - a structure that can be adaptable over decades
41. An early view was that Lewis House should be considered as our preferred option as it met many of the above criteria by having;
  - A good location close to transport, shops, parking and amenities
  - A visible high street presence with a large walk in/ground floor space
  - An operational area designed with partners working co-located with the Council
  - A generous reception area with clear circulation route with the potential to create an atrium feature with a new glass staircase to all public floors
  - The opportunity to create a new flexible space across three open plan floors in a building owned by the Council
42. The subsequent consultation tested the views of the public on what services they might like from a combined Library and OSS. The feedback has informed this business case where further potential location options are fully explored.
43. The range of location options to deliver an integrated service in Bath are set out below with a commentary on customer and business benefits/disadvantages and on the suitability of the space:

### *Option 1 - Do nothing*

The OSS remains at Lewis House in Manvers Street and the Library remains in The Podium. A refresh of the Library space in the Podium could be undertaken to make good to the areas where Local Studies have recently vacated and to bring some areas up to a higher standard of maintenance. However, any investment for modernisation would be difficult to fund without clear financial return on investment.

	<b>Suitability of space</b>	<b>Customer Benefits / Disadvantages</b>	<b>Business Benefits / Disadvantages</b>
<b>Pros</b>	Existing spaces have been designed for their purpose and in operation for some years.	User profile/demographics may stay static at both locations which is a preferred state outlined by the previous consultation  If limited capital works customers would not experience any service disruption	
<b>Cons</b>	The library requires some investment in finishes, mechanical plant and IT infrastructure as well as ensuring the space is flexible and adaptable to meet future changes in pattern of use or interests	Capital investment in buildings /modernisation could be limited  Any capital works that do take place may be disruptive  Opening hours may be reduced or Libraries closed as staffing resources/capacity become untenable with recruitment freezes  The ability to maintain both the One Stop Shop and Central Library will be questionable if footfall & usage continues to decline over time	Restricts the ability to deliver the corporate vision, service outcomes and our statutory responsibilities  Service integration will be restricted potentially resulting in job losses to achieve the level of savings required  Increased reliance on volunteers (in the order of 150-250 to maintain a 7 day service) as resources/capacity become untenable which also demands increased support for training, co-ordination & management  No additional income generation opportunities to contribute to cost of any investment

### *Option 2 – Build or acquire a new joint facility*

The Library and OSS services are integrated within a new build or remodelled new asset. Considerable capital investment would be required to both acquire a site/building (if one was available) and then to adapt it to make it fit for purpose.

	<b>Suitability of space</b>	<b>Customer Benefits / Disadvantages</b>	<b>Business Benefits / Disadvantages</b>
<b>Pros</b>	A bespoke design would address all the needs of an integrated service and accessibility requirements	A bespoke build & design would be future proofed to ensure meets future customer needs & usage	Ensures delivery of the vision and sustainability of both valued services  Offers the opportunity for Customer Service staff & Library Staff to work more flexibly in a shared location and any resulting service redesign of operating models  Staff savings will be able to be achieved through natural wastage & any resulting service redesign of operating models due to integration  May be able to design space for additional income opportunities
<b>Cons</b>	The remodelling of an existing asset may present limitations in design and accessibility	Sites may be available out of town but this would not meet the needs of a centrally accessible public service location for Bath. The needs assessment shows that Bath Central Library primarily serves the Bath city wards due to its proximity to those wards.	No suitable site available  The number of staff reductions would need to be significantly increased to meet the capital costs and associated borrowing

### *Option 3 – Integration within Lewis House*

Comprises the temporary reduction of the current podium library space and the formation of an interim office in the vacated space to allow staff to relocate from floors 1 & 2 of Lewis House. A new library would then be formed in Lewis House G, 1st and 2<sup>nd</sup> floors – the new connecting staircase would be **external** to the front of the building, maximising visibility and the internal floor area available. On relocation of the library, the vacated temporary area in the Podium would be refurbished to a commercial standard and marketed for external rent or for commercial rent to the Council’s partners. The 3<sup>rd</sup> and 4<sup>th</sup> floors of Lewis House would have minor refurbishment and be retained for Council staff use – some as duty support for the Library/OSS service.

	<b>Suitability of space</b>	<b>Customer Benefits / Disadvantages</b>	<b>Business Benefits / Disadvantages</b>
<b>Pros</b>	<p>Adequate floor area to deliver the integrated service (total public floor area is 1437m<sub>2</sub> (ground/1/2))</p> <p>Lewis House offers a better degree of separation for clear zoning but some users have expressed concern over children's safety with this option.</p> <p>Can be adapted to meet our design principles</p> <p>Benefits from a 'shop front' and visible from the street</p>	<p>Investment in the Library service that offers the opportunity for re-designing library zones across multiple floors to suit future customer usage, demand &amp; consultation feedback</p> <p>Close to main transport links e.g. bus and railway stations</p> <p>Close to Southgate shopping centre &amp; its parking facilities Manvers Street parking is opposite</p> <p>Opposite the new Study &amp; Innovation centre opened by Bath University for students</p> <p>Bike parking is available</p>	<p>Ensures delivery of the vision and sustainability of both valued services</p> <p>Offers the opportunity for Customer Service staff &amp; Library staff to work more flexibly in a shared location and implementation of new service delivery operating models</p> <p>Staff savings can be achieved through natural wastage through service redesign of operating models due to integration</p> <p>Offers opportunities for potential secondary retail in the combined space and rental income generation opportunities in the Podium to contribute to cost of investment</p>
<b>Cons</b>	<p>Accessibility Audit findings (Report at <b>Appendix A</b>):</p> <p>Horizontal circulation in Lewis House is cluttered with internal columns</p> <p>The arrangement over 3 floors at Lewis House will present a confusing environment for many user groups exacerbated by the low ceilings and strong back lighting caused by glazing to the dominant elevations on both sides of the space</p> <p>Vertical circulation at Lewis House could prove difficult to resolve &amp; any solution will be a compromise that users may find unacceptable.</p>	<p>Significant refurbishment and re-modification will be required with considerable disruption to staff and customers.</p> <p>Event space may be more spread out in smaller zones rather than a single large space which was an important factor raised in the first consultation</p> <p>Sympathetic design required to meet the space/usage/comfort needs of the varying target cohorts of users, and to mitigate any potential security risks as highlighted in the first consultation</p>	<p>Investment in the continued use of the Podium as an office has some risk due to the fact that the building is leased</p> <p>The Library/OSS being across 3 floors in Lewis House may be an added complication in terms of managing &amp; resourcing the space</p>

### Option 4 - Integration within The Podium

The main Library floor, including the area recently vacated by Local Studies, would be reconfigured and refurbished to accommodate the OSS from Lewis House. Redecoration, new carpeting, improvements to heating/cooling/lighting plus new library fixtures and fittings would be included. A duty office area would be created for partner / customer services staff that would move from Lewis House to support the new integrated service. On completion of the these moves, the GF of Lewis house would be refurbished for various council/partner functions aligned with a continued police presence. Some minor improvements to the upper floors of Lewis House would be carried out to improve welfare facilities.

	<b>Suitability of space</b>	<b>Customer Benefits / Disadvantages</b>	<b>Business Benefits / Disadvantages</b>
<b>Pros</b>	<p>Adequate floor area to deliver the integrated service (total public floor area is 1688m<sub>2</sub>)</p> <p>Podium has high ceilings and more conducive to continued use as a public space</p> <p>Can be adapted to meet our design principles</p> <p>Accessibility Audit findings (Report at <b>Appendix A</b>):</p> <p>Vertical circulation at The Podium is significantly more acceptable</p> <p>The proximity to covered parking is better at The Podium and Bike parking is available opposite the entrance</p> <p>The sense of space and openness is better at The Podium</p> <p>Since The Podium space is provided on one floor, horizontal circulation is easier</p>	<p>Library originally designed as a public space</p> <p>Centrally located within the city and close to bus stops serving routes to and from the east of Bath</p> <p>Benefits from a convenient location next to Waitrose and Waitrose Coffee Shop</p> <p>Investment in the Library service that offers the opportunity for re-designing library zones to suit future customer usage, demand &amp; consultation feedback</p> <p>Refurbishment works required will involve less disruption to staff and customers.</p> <p>A large Event space may be retained which was an important factor raised in the earlier consultation</p>	<p>Ensures delivery of the vision and sustainability of both valued services</p> <p>Offers the opportunity for Customer Service staff &amp; Library Staff to work more flexibly in a shared location and the implementation of new service delivery operating models</p> <p>Staff savings can be achieved through natural wastage through service redesign of operating models due to integration</p> <p>Space vacated in Lewis House by the One Stop Shop or duty staff could be used for other Council staff releasing other buildings for disposal</p>
<b>Cons</b>	<p>The ability to create a degree of separation and clear zoning of different spaces is more difficult in a large open place space</p>	<p>Sympathetic design is required to meet the space/usage/comfort needs of the varying target cohorts of users and to mitigate any potential security risks as highlighted in the first consultation</p> <p>Visibility of the location in the Podium an issue to attract new users – difficult to find if you have no knowledge of the location – ‘no shop window’</p>	<p>Investment in the continued use of the Podium as an library/OSS has some risk due to the fact that the building is leased</p> <p>No additional income generation opportunities as lease restrictions limitations inhibit any retail use in the library so a greater reliance on staff savings</p>

### Option 5 - Integration within The Guildhall

This option was put forward by the Save Bath Library group as an option that the Council should consider. It suggests using the existing Banqueting Hall space as the new integrated Library and One Stop Shop. The Podium would still be required to accommodate the staff that may be displaced from the Guildhall and, potentially, as a source of income (lettable space) to cover the costs.

	Suitability of space	Customer Benefits / Disadvantages	Business Benefits / Disadvantages
<b>Pros</b>		Central location & known building	<p>There will be some opportunity for Customer Service staff &amp; Library Staff to work more flexibly in a shared location by redesigning service operating models</p> <p>Some staff savings will be able to be achieved through natural wastage through service redesign of operating models due to integration although this will be restricted by the configuration of the space</p>
<b>Cons</b>	<p>The complex nature of the layout of the building, with little or no adjacency of rooms would present an extremely confusing environment for many user groups and likely to exacerbate safety concerns</p> <p>The limitations that would be presented by a Grade 1 listed building to any form of remodelling to support accessibility are highly likely to be unacceptable</p> <p>No obvious space for back office staff and storage; all other rooms are used for bookable events and/or existing office functions.</p> <p>The largest single space in the building is the Banqueting Hall which is smaller than the Podium.</p>	<p>Accessibility to and within the building is limited for both users and for moving book stocks</p> <p>No dedicated or close parking only drop off</p> <p>The public would lose a major wedding &amp; events venue</p> <p>Event space and ancillary meeting rooms for customer &amp; partner use would be non-existent or difficult to accommodate in a usable/adjacent space</p>	<p>The nature of the space limits the delivery of the vision and sustainability of both services</p> <p>Being a Grade 1 listed building adds significant time and complexity to carry out structural or cosmetic changes to improve access which will prohibit savings to be made in required timescale</p> <p>The Banqueting Hall currently produces a significant income that would be lost</p> <p>Staff compulsory redundancies may have to be made to achieve the level of savings required to fund capital spend and perhaps by larger numbers to cover the additional costs of redundancy</p> <p>No additional income generation opportunities to contribute to cost of investment or financial savings so a reliance on staff savings</p>

44. In addition to the high level assessments of the benefits and disadvantages of each option set out in the tables above, the options have been assessed in terms of

- Financial viability – the potential to deliver the identified savings and the potential costs of delivery and,
- Service outcomes viability – how likely is each option to enable the delivery of our priority outcomes.
- Delivery within timescales – must enable the delivery of agreed financial savings within the three year corporate deadline
- Delivery within Capital Provision – must not exceed the sum allowed for in Authority’s provisional capital budget

45. Where an option is considered to meet or exceed the thresholds described it will score a ‘yes’, where it fails to meet the threshold it scores a ‘no’. The table below sets out the scores for all 5 options:

Test	1 – Do Nothing	2 - New	3 – Lewis House	4 – Podium	5 - Guildhall
Delivery of Financial benefits	No	No	Yes	Yes	No
Delivery of Service Outcomes	No	Yes	Yes	Yes	No
Delivery within Timescales	Yes	No	Yes	Yes	No
Delivery within Capital Provision	Yes	No	No	Yes	N/A

46. The do nothing option (option 1) is poor in terms of both financial and service delivery outcomes as it does not enable the Council to make the necessary savings or enable the longer term sustainability of the service. This will inevitably lead to further cuts to essential services.

47. Option 2, whilst highly desirable in terms of the ability to deliver the service outcomes it is considered unviable due to the lack of availability and high cost of sites/buildings. There are no existing buildings currently part of the corporate estate that are suitable or available in the timeframes. New build would therefore be the only option but again no sites are available to suit the locality required for a public access building.

48. Option 5 is not viable in financial terms and whilst it would deliver some of the Council’s service outcomes, it is a Grade 1 listed building with very complicated access issues for significant visitor numbers and stock movement which would restrict our ability to make it fit for purpose. Similarly, the degree to which the services could integrate would be severely limited by the configuration of the building which will affect the sustainability of the service. This option would also reduce revenue for other parts of the council further negating any financial benefits

**49. As options 1, 2 and 5 each fail to meet the threshold in two or more of the tests outlined above, we have excluded them from further assessment. Therefore, for the purposes of further analysis and consultation we are taking forward options 3 and 4.**

50. The Council granted a provisional approval for a capital budget of £5.953m in order to deliver the modern libraries programme in February 2017. In addition to this identified balances of £0.773m can be utilised – a total of £6.726m. The **WHOLE** programme costs associated with the two options being considered can be summarised as follows:

- Option 3 (Lewis House model) has an estimated capital cost of £7.138m leaving a shortfall of £412k after identified balances and provisionally approved capital budgets. This gap could be potentially bridged at design. The capital costs used in the analysis are derived using standard rates. The net savings are estimated to be £732k per annum for the whole Modern Libraries programme.
- The borrowing costs of £364k per annum for Lewis House would be partly mitigated by additional income received from commercial letting of office space to be created within the Podium of around £161k p.a.
- Option 4 (the Podium) has been estimated at a capital cost of £3.580m. The net savings are estimated to be £798k per annum for the whole Modern Libraries Programme.
- The borrowing costs for the Podium are estimated to be £137k per annum.
- The implications for both Library and One Stop Shop staff are that the services will operate together with integrated procedures and processes, professional skills and subject specialisms will be maintained. There are no plans to make any redundancies and this transformation of the service will contribute to the overall savings target of £800k associated with this programme. Across the whole programme, both options generate gross savings before borrowing costs of £935k per annum.

51. A financial summary which contains more details of the financial case supporting this business case has been prepared by our business partners, Ernst & Young, and is included at **Appendix B**.

52. In order to appraise the two options in more detail, significant work has been carried out to understand:

- The needs of the customer
- The requirements of the new service operating model
- The potential costs of both options based on a schedule of indicative works
- The potential timescales associated with each option

53. The needs of the customer were captured as part of the first round of design consultation carried out in January and February this year, the results of the consultation can be found [online](#). These findings have been combined with the required facilities that have been identified through the design of the new integrated service into a set of design requirements. **Appendix C** sets out those design requirements. It is important to note that neither option has been designed beyond a 'concept' at this stage in order to assess and confirm assumptions on indicative costs and timescale. The design work will commence on the chosen option once the budget is approved later this year.

54. The potential build timetable for the works to complete the integration of the Library and the OSS (not the follow on office works) in each option has been estimated based on typical design and tender periods and on the assumed level of work required in each option (this is set out in the consultation materials at appendix F – see below). It is again important to note that this is not a final programme of works as we do not have a detailed design for either scheme. Once this is developed, we will be able to look at options to adjust the programme such as phasing the works or running some tasks in parallel to save time and reduce the impact on closures, etc.:

Option	Anticipated period for:		Potential impact on:	
	Design/tender	Construction	Business	Customer
3 (in LH)	6 months	6.5 months	Longer time before integration can occur 18/19 savings target may not be achieved Complex redesign process	Longer period of disruption and limited service as interim/reduced library in the Podium operational for whole 6.5 months
	12.5 months			
4 (in Podium)	5 months	4.5 months	Integration can happen 1Q earlier than option 3 improving the likelihood of achieving savings in 18/19 Simpler redesign process	Shorter period of disruption but potential for multiple phases of work in the Podium as library remains operational during refurbishment
	9.5 months			

55. It is important to note that each option carries a number of site issues that are recorded in a risk log associated with this programme. A summary of those site issues is attached at **Appendix D**.
56. As explained above, the needs of the customer were captured during the first round of public consultation carried out earlier this year. The Council has committed to a second round of consultation on the options for the location of the combined Library and OSS. The consultation proposals have been developed with reference to an Equality Impact Assessment (EIA) which identifies areas of potential under-representation of the previous consultation and areas where equality can be better promoted and will ensure that the responses we receive are representative of the community. The EIA is attached as **Appendix E** to this report.
57. The consultation will commence after the Cabinet considers this draft Business Case on 19<sup>th</sup> July. The proposed Consultation Plan & Materials are attached at **Appendix F**.
58. The consultation findings will be reviewed and the results included in a report to Cabinet in October, together with the final version of this Business Case and an Equalities Impact Assessment (EIA) on the final relocation decision that will seek authority to proceed with the chosen option and then allocate the capital budget to deliver it.

## Programme delivery

59. The programme will be established and managed according to MSP (Managing Successful Programmes) principles, incorporating a specific set of projects identified and grouped together to deliver the programme objectives – namely, to achieve benefits and improvements in the business operation.
60. A programme manager has been appointed and will work directly to the established Programme Board that provides guidance to the sponsor of the programme (the client/SD) on overall strategic direction and helps to secure the strategic input and buy-in from the wider organisation.
61. The Build, or Project Delivery, function will follow their standard project management framework procedures to successfully manage and deliver the build projects associated with the programme.

62. Key Gateways to assist the overall decision making process will be used. These are: 01 Viability, 02 Feasibility, 03 Scheme Design, 04 Detail Design, 05 Procurement (Construction), 06 Construction, 07 Operations. We are currently at the viability stage and will be working towards a full feasibility study and scheme design once an option has been determined.
63. The project delivery team ensure that each Gateway will be achieved following consultation with client and, where appropriate, with identified user groups. All views, together with an appraisal of the associated costs will be incorporated in each gateway milestone to inform the decision making process. In this way a scheme will be developed that has the support of users and falls within the available budget.

## Key Risks

64. In accordance with the Council's risk management guidance the following table sets out the key risks associated with the delivery of the business case and the actions that will mitigate those risks:

Key Risk	Consequence	Mitigating Action
Legal challenge to the programme	Delay in decision making and implementation of the programme resulting in insufficient time to deliver service savings	<ul style="list-style-type: none"> <li>▪ Transparent decision making process</li> <li>▪ Demonstrate clear consideration of the options in the business case</li> <li>▪ Identify/plan other service reductions to achieve savings targets within the timeframe</li> </ul>
Buildings cannot be adapted within agreed budget	Business case no longer delivers anticipated savings/benefits	<ul style="list-style-type: none"> <li>▪ Validation of cost estimates at an early stage (gateway process) to ensure options for scope reduction can be considered</li> <li>▪ Ensure adequate programme contingency</li> </ul>
Building work takes longer than anticipated	Impact on service delivery including unplanned closures	<ul style="list-style-type: none"> <li>▪ Detailed project plans linked to communication plans</li> <li>▪ Dedicated project management to identify issues that could lead to delays</li> </ul>
Planning and other permissions not obtained	Permissions refused requiring appeals or resubmission resulting in delays	<ul style="list-style-type: none"> <li>▪ Develop detailed and realistic project programme</li> <li>▪ Dedicated project management to engage early in the process and identify issues that could lead to delays</li> </ul>
Staff/volunteer retention problems during period of significant change	Reduction in service standards during the programme	<ul style="list-style-type: none"> <li>▪ Communications and engagement with staff to secure 'buy in'</li> <li>▪ Identify phases of peak activity (e.g. relocations) and plan resources and support accordingly</li> </ul>
Insufficient interest in operating Community Run Libraries	Potential for library closures and will impact savings target across the programme	<ul style="list-style-type: none"> <li>▪ Demonstrate the quality of the support package and sufficiency of the grant funding</li> <li>▪ Develop publicity and marketing opportunities through Community Services Team, communications and Local Forums</li> </ul>

## Appendix A

### ACCESS APPRAISAL

#### *Bath Library Re-development*



Prepared on Behalf of  
Bath and North East Somerset Council

Ref: NJB - 1064  
Date: 29<sup>th</sup> March 2017

Bevans Chartered Surveyors  
5 Saddles Lane  
Tivoli Walk  
Cheltenham  
GL50 2UX

Tel: 01242 584674  
Fax: 01242 572465  
[www.bevanscharteredsurveyors.co.uk](http://www.bevanscharteredurveyors.co.uk)

## ***Contents***

---

1. Executive Summary
  2. Methodology
  3. The Site
  4. Introduction
  5. The Appraisals
- 

## ***Appendices***

---

1. Audit for Option A – Lewis House
  2. Audit for Option B – The Podium
  3. Useful Organisations
  4. Glossary of Terms
-

## **1 Executive Summary**

---

- 1.1 Bath and North East Somerset Council seek to regularise their library, “One Stop Shop” and other Council service in one location.
- 1.2 There are two options currently being considered. Option One considers compressing the library facilities as well as other service functions into the ground first and second floors of Lewis House. This would necessitate the introduction of an enclosed ambulant stair into the building. Option B proposes to move the “One Stop Shop” facilities to the current library location at The Podium
- 1.3 We have considered both locations from a disabled access position only.
- 1.4 Our view is that The Podium represents a much more acceptable location for the services on the following grounds
1. Vertical circulation at The Podium is significantly more acceptable
  2. The proximity to covered parking is better at The Podium
  3. The 3-floor facility at Lewis House will present a confusing environment for many user groups exacerbated by the low ceilings and strong back lighting caused by glazing to the dominant elevations on both sides of the space
  4. We believe the matter of vertical circulation at Lewis House will prove difficult to resolve and any solution will be a compromise that many users will find unacceptable.
  5. The sense of space and openness is better at The Podium
  6. Since The Podium space is provided on one floor horizontal circulation once in the space is superior compared to Lewis House where the floor area is cluttered with internal columns
- 1.5 Details of the rationale for this advice is provided below

## **2 Methodology**

---

### **2.1 Brief Aims of the Report**

- 2.1.1 The following report is an assessment of the options for developing library services in either Lewis House or the Podium, both located in

the centre of Bath. We have undertaken this review against the criteria set out in Section B3 below.

- 2.1.2 The main purpose of the report is to ensure that the chosen option meets with the requirements of the Equality Act 2010 with regard to the discrimination against disabled members of the public visiting your premises or attending to receive advice. The report does not cover discrimination against disabled employers as this is a reactive duty requiring specific adaptations to suit specific employee's needs.
- 2.1.3 To achieve this, the report will identify where the properties do not meet current best practice standards.
- 2.1.4 These recommendations will be considered in terms of their reasonableness given the individual context and circumstances relating to the property.
- 2.1.5 In order that you can plan these works in an informed and strategic manner each recommendation has been given a priority rating and cost banding to aid you in your own planning and to assist you in your negotiation of the acquisition.

## **2.2 Legislation – A guide to the Equality Act 2010**

### Overview

- 2.2.1 The development of laws against discrimination has resulted in numerous Acts of Parliament and sets of regulations. The first piece of legislation dealing directly with disability discrimination, the Disability Discrimination Act 1995 (DDA) was subject to significant amendments over the following 12 or so years, and case law has also had a great impact on how the law works.
- 2.2.2 The Equality Act 2010 came on to the statute books in April 2010, in the last few weeks before the general election in May 2010. This briefing sets out the main provisions of the Equality Act 2010.

### Equality Act 2010:

- 2.2.3 The Equality Act prohibits discrimination on the basis of any “protected characteristic” set out in the Act. In alphabetical order, these cover:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership

- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

2.2.4 The ways that someone would show that discrimination has taken place apply across each of the protected characteristics, although there are some exceptions and adaptations. In particular, the Equality Act recognises the need for positive action and that more favourable provisions may need to be put in place in relation to the protected characteristic of disability.

2.2.5 The Equality Act provides protection against discrimination that may arise at work (for employees and workers, but currently not for volunteers except in very limited respects) in the provision of services and public functions, premises and in education as well as in dealings with associations. It does so by making discrimination unlawful in a number of ways, and by providing legal remedies to individuals who experience discrimination.

2.2.6 As under the DDA, the starting point is the concept of disability as defined in s. 6(1) and (2) Equality Act. Generally, an individual seeking protection must show that he or she has a disability (although some interesting points arise in relation to direct discrimination, see below). The key elements in the definition remain as before:

- a) The individual has a physical or mental impairment; and
- b) That impairment has a substantial and long-term adverse effect on the individual's ability to carry out normal day-to-day activities.

2.2.7 Building on interpretation of the DDA, an effect is substantial where it is more than minor or trivial (but not necessarily much more than that).

2.2.8 Long term is defined in Schedule 1 and catches an effect that has lasted for at least 12 months, or is likely to last at least 12 months or for the rest of a person's life. The definition also acknowledges that mental health conditions can fluctuate over time, by making clear that if a person is no longer experiencing significant adverse effects then he or she may still be classed as having a disability if there is evidence that the effect is likely to recur (that the effect could well happen again).

2.2.9 Also, where someone is being helped to get on with day-to-day activities by taking medication or because they are having some other

treatment, they are still to be treated as having a disability if there is evidence that they could well be affected in a significant way once again if they stop taking the medication or if they were no longer having the treatment.

- 2.2.10 The detail set out above builds upon our experience of living with the DDA. The Equality Act has however made one difference, particularly relevant to those with a mental health disability, in that it will no longer be necessary to show that the adverse effects arising from the impairment impact on any particular capacity – such as memory or the ability to concentrate. This was the case under the DDA and hopefully the change will make it slightly easier for someone to show that a mental health condition is a disability, by explaining the way in which the effects impact on everyday life without also needing to illustrate that any specific capacity is affected.
- 2.2.11 Guidance is being drafted to give examples of what may and may not be a disability and this will be published in due course by the Government's Office for Disability Issues. The guidance issued previously under the DDA is being used as a starting point, and it is hoped that there will be an increase in the number of examples of mental health conditions and their effect. Under s.6(5) Equality Act, courts and tribunals will be required to have regard to this guidance in deciding whether someone has a disability.

#### Categories of discrimination under the Equality Act 2010

- 2.2.12 The circumstances in which someone can experience discrimination are wide and varied and in order to reflect this, the legislation sets out various different ways in which discrimination can arise. Together the wrongful acts are referred to as “prohibited conduct”. Employers and service providers and other organisations are expected not to allow "prohibited conduct" to take place, and may face legal claims from anyone who feels that they have been discriminated against. Set out in general terms below are the different aspects of prohibited conduct as they apply in relation to disability

#### Direct discrimination – Equality Act section 13

- 2.2.13 The DDA made it unlawful to allow poor treatment "on grounds of disability". This has been reworked: a person such as an employer or service provider (A) discriminates against B in situations where A treats B less favourably than others in a similar situation and that this is because of a disability. In order to show that there has been discrimination, B needs to show a link between disability and the way he or she was treated by A. In some cases, there may be no evidence

that A has actually treated someone else differently, but B can still challenge treatment by trying to show how A would have acted towards another person in that type of situation.

- 2.2.14 The Equality Act makes clear that someone who does not have a disability cannot bring a claim that he or she has been treated less favourably than a disabled person. This, of course, is recognition that in some instances disabled people may need to be treated in a more advantageous way, for example, by an employer.
- 2.2.15 The explanatory notes to the Equality Act make clear that this type of discrimination is intended to be wide enough to allow someone (B) to bring a claim about less favourable treatment because of disability, even if B does not have a disability. This should enable, for example, the non-disabled parent of a disabled child to challenge an employer or service provider over less favourable treatment because of the child's disability.
- 2.2.16 Direct discrimination has until now been regarded as very difficult to prove and it will be interesting to see whether the new law will provide better protection. Where there is evidence that this type of discrimination has taken place, the discriminator will be held responsible and will have no opportunity to try to justify why it acted that way.

*Discrimination arising from disability – Equality Act section 15*

- 2.2.17 This category is intended to widen the situations that could lead to a claim of discrimination by making it unlawful for a person (A) – possibly again an employer or service provider – to treat another person (B) unfavourably where this happens because of something arising in consequence of B's disability. There is no need for B to compare himself with anyone else. He would be able to win a claim if he can show that he was treated unfavourably and show that this was linked to his disability.
- 2.2.18 However, as this type of discrimination is potentially very wide, the alleged discriminator is entitled to try to justify its actions by showing there is a good reason (referred to in the legislation as a "proportionate means of achieving a legitimate aim"). In order to succeed, the restaurant owner would need to show that it had first looked at ways of making reasonable adjustments.
- 2.2.19 It is also important to note that an employer or service provider would not be held responsible for discrimination under this section if he or she did not know that B had a disability. Sometimes, as under the

DDA, there will be information that indicates that B has or may have a disability and this can't then be ignored. The issue for B is whether to consider disclosing a disability in order to gain a better chance of ensuring that he is treated appropriately. Perhaps this is something that will be more important in some cases than in others – such as employment situations, and perhaps also when someone deals regularly with a service provider such as a bank or housing association.

*Indirect discrimination – Equality Act section 19*

- 2.2.20 For the first time under UK disability discrimination legislation, a disabled person can now argue that a practice or arrangement which seems at first glance to be neutral (and not intended to discriminate) in fact puts the disabled person at a particular disadvantage when compared with another person or group (or that it would do so if it were allowed to continue).
- 2.2.21 However, for indirect discrimination it does not matter whether an employer or service provider knows about any particular person's disability – they need to be thinking ahead in relation to the impact that practices and arrangements may have on disabled people (as well as on other groups with a different protected characteristic). The difficult thing with this type of claim is likely to be finding another group of people to compare with.
- 2.2.22 The alleged discriminator will be able to defend his or her actions by arguing that the approach is justifiable: that it is a proportionate means of achieving a legitimate aim.

*The duty to make reasonable adjustments – Equality Act section 20*

- 2.2.23 Under the DDA the law recognised a need to help disabled people that may not apply in other areas, by making adjustments to help them. The starting point here is to identify whether there is a practice or arrangement that is putting a disabled person at a substantial disadvantage when compared with a non-disabled person. If this is the case, then the person seeking to continue with that practice or arrangement is required to make changes to the extent that it is reasonable which would help a disabled person to overcome that substantial disadvantage. The duty also extends to ensuring that physical features that put a disabled person at a disadvantage are dealt with and, if auxiliary aids are needed to assist the disabled person, that they should be provided.

2.2.24 What is reasonable for a service provider will be judged according to the following factors:

- The extent to which the adjustment will prevent the problem;
- The extent to which it is practicable for the employer to make it;
- The financial and other costs, and the disruption it would cause to any of the employer's activities;
- The extent of the employer's financial and other resources; and
- The availability to the employer of financial or other assistance (e.g. grants) to make the proposed adjustment.

2.2.25 The duty is a positive one and service providers have been expected to show that they have paid careful attention to meeting it.

## **2.3 Criteria**

2.3.1 The following documents have been used as the criteria against which the premises will be audited.

- Equality Act 2010 (formally the Disability Discrimination Act)
- Code of Practice "Rights of Access – Services to the public" – Equality Commission
- The Building Act 1984, Approved Document M, 2004 Edition
- BS 9999:2008 Code of practice for fire safety in the design management and use of buildings.
- Access all areas – Equality Commission
- Building Sights – Royal national Institute for the Blind
- RNID fact sheets
- MIND fact sheets and publications
- Designing for Accessibility – Centre for Accessible Environments

## **2.4 Scope**

2.4.1 Given the reactive nature of your duties under the Equality Act, as outlined above, this report does not cover staff areas unless these are visited by members of the public. We would be pleased to provide specific advice where you plan to employ a disabled person.

2.4.2 Although we have included the Code of Practice for Means of Escape within our criteria this report should not be considered as an assessment of the Means of Escape provision of the property generally which should properly be the subject of your own Fire Risk Assessment.

## **2.5 How to use this report**

2.5.1 This report sets out our approach to the audit and outlines the relevant legislation. This forms the basis of our report and puts our findings into context, it is important that this is read and absorbed prior to considering our findings within Section D.

2.5.2 The Audit findings list our recommendations in short form with each allocated a priority rating and cost banding. These recommendations should form the basis of your programme of adjustive works or Access Action Plan depending upon which option is selected.

2.5.3 These recommendations are supported by more detailed discussion under the heading 'Recommendation' to:

- a) explain why a recommendation has been made
- b) justify why no action has been taken where a problem exists
- c) give the reader an insight into the problems disabled people face in accessing the site
- d) provide more detail and further guidance as to how the recommendations should be implemented

To gain a full understanding of our recommendations Section D should be read in detail.

## **2.6 Acting on the results**

2.6.1 Once a decision has been made as to which option is to be selected we advise that a detailed access appraisal is conducted including public consultation to ensure the new proposals fully meet the reasonable needs of the Equality Act and also that the approach properly reflects the needs of all user groups not only those who use wheelchairs which only relate to approximately 6% of the disabled population protected by the legislation.

## **2.7 Alternative Format**

2.7.1 Copies of this report are available in alternative formats upon request.

2.7.2 Please contact us to discuss your individual requirements.

**3 The Site**

---

Address: **Option A**  
Lewis House, Manvers St, Bath BA1 1JQ



Lewis House

Address: **Option B**  
The Podium, 19-23 Northgate St, Bath BA1 5AN



The podium

Date of Inspection: 29<sup>th</sup> March 2017

Contact: Tracy Long  
Group Manager Strategy and Change Customer Services

Conditions: The properties were both occupied and operational at the time of the inspections, further the matter of the location of library services is sensitive to members of the public and discretion about taking detailed information needed to be exercised. This restriction prevented taking detailed measurements in some locations.

## **4 Introduction**

---

- 4.1 I met Tracey Long of Bath and North East Somerset Council on the morning of the 29<sup>th</sup> March 2017. The meeting was intended to provide a brief about the extent of the works proposed related to the development of library services, to undertake an investigation of services provided and auditing of the premises as far was possible given the restricted access.
- 4.2 In undertaking this appraisal of the two options for the redevelopment of library services currently proposed, not only did I undertake an inspection of both properties, but also the surrounding public realm, transport nodes and access routes both between the premises and to the premises from the public realm.
- 4.3 Additionally, I have undertaken an inspection of the car parks near the premises and considered relevant factors outside the demise of the proposed sites which will influence the manner in which people with a disability access services.
- 4.4 This access appraisal is focused on the needs of the disabled community only and not the wider population although many user groups will benefit from good access including older people and people with young children
- 4.5 There are both positive and negative aspects to each of the proposed options which will affect the decision as to which premises will be the chosen site, many of these are not related to access issues but are equally important in the consideration process. An example of this will be the costs associated with mechanical and electrical installations. Our report only refers to such services where they effect the use of the site by disabled people. However, matters such as solar gain, alterations to heating systems, air conditioning and the like will need to be considered separately to this report. Of concern to the disabled community, for example is the glazing to the two long elevations at Lewis House where solar gain will be significant and the glass that runs behind Council staff giving advice presents a back lighting to staff members thereby making it very difficult for the public to lip read.

### Options

- 4.6 There are currently two options being considered for the provision of Library services.
- 4.7 Option A is to move the Library from its current location of The Podium alongside Waitrose in Northgate Street to Lewis House. This option would see the current Lewis House space altered at ground first and second floors to accommodate library and other services.
- 4.8 Option B, proposes to relocate the One Stop Shop services to the Podium and adapt the current library to provide these additional services on level

### Access Audit

- 4.9 We have been asked to prepare an appraisal of the current proposals and as part of doing so have undertaken a “high-level” Audit of both properties looking at the generalities of the physical access to the buildings.
- 4.10 Given the sensitive nature and public interest in the proposals I have been unable to take the level of measured detail that would usually undertake when carrying out an Audit. To do so would draw the reviews attention to the members of public and staff and cause them to become unsettled. We sought to avoid this, but consider that our inspection has revealed sufficient information for us to comment objectively. The Audit elements of our investigations are contained in Appendix 1 and 2 of this report.

## 5 *The Appraisals*

---

### 5.1 **Option A - One Stop Shop (Lewis House)**

- 5.1.1 Lewis House is located approximately 800mm above the adjoining paved area and is currently provided with a ramp from the entrance to the pavement. We understand the ramp was installed relatively recently. Additionally, there is a pedestrian route to the property highlighted with dark grey paint leading to a single step to the left-hand side of the main entrance doors. The cross fall to this pedestrian route is steep due to the difference in levels between Lewis House and the adjoining footway. This presents a barrier to members of the disabled community, particularly those with lower limb mobility impairments who will find the cross fall difficult to navigate.
- 5.1.2 The ramped approach is satisfactory and should this premises be maintained, we would not advocate any changes to the ramp itself. We would however, suggest that the pull-in area that is used by vehicles to drop-off disabled people to the site be adapted significantly and the current pedestrian route be changed to a stepped approach which is more appropriate for ambulant disabled people. This would also help in wayfinding and would facilitate the ability to provide cycle storage in a location that doesn't conflict with the pedestrian approach which currently occurs. Further detailed design advice can be given on request.
- 5.1.3 We are led to believe that visitors to the premises find the position of the entrance confusing, the signage is an issue and we are informed that signage is restricted because the property is in a Conservation Area. It is our view that the amount of signage probably causes as much confusion it solves because it is prolific and overwhelming. Simplification of the signage and improving manifestation of the main entrance with lighting would be an appropriate improvement should this option be chosen.
- 5.1.4 There are in effect three entrances to the building. The first to the right-hand side is a non-public entrance and used by staff, however its prominence in the fenestration leads visitors to naturally approach the right-hand entrance. This issue would be overcome by better manifestation of the main entrance.
- 5.1.5 To the centre of the building is a glazed vestibule that is located under a grey canopy but is partially concealed by substantial

concrete columns. The vestibule does not stand out against the remainder of the building.

- 5.1.6 Between the main vestibule entrance and the staff entrance, is a smaller, less conspicuous entrance which gives access to the Police Station. It is not immediately apparent which of the entrances is the preferred option and this could be greatly improved by the use of coloured paving, improved lighting and simplified signage.
- 5.1.7 The vestibule lobby is provided with satisfactory carpeting. The doors are automatically controlled.
- 5.1.8 On entering the One Stop Shop there is a plethora of facilities provided in a very busy environment which to many disabled groups, particularly those with learning disabilities and visual and hearing impairments will find very intimidating. In fact, many people in these disability groups would be so intimidated they would not enter the site. This we believe to be an issue that must be resolved, irrespective of which option is selected. The situation is exacerbated by the glazing to the rear elevation previously referred to.
- 5.1.9 The facilities provided currently range from a Police Station, Shopmobility, a café, various meeting spaces protected by soundproof but not full height screens as well as options to pay for council facilities. There are several staff present helping people, and although our inspection was relatively brief, it was obvious that members of the public were treated well, with respect and informatively.
- 5.1.10 In essence, when entering the premises, we believe that the current arrangements are not conducive to a satisfactory environment for a broad range of disabled users, and the “clutter” that currently prevails is exacerbated by the hard surfaces and poor acoustics and long glazed elevation.

#### Vertical Circulation

- 5.1.11 Currently it is proposed to install a new modern staircase to the ground, first and second floors that will meet best practice guidance Part M of the Building Regulations and the relevant British Standards This will be an “ambulant stairway”. It is however proposed to use the current stairways to the left-hand end of the building and adjoining the staff entrance for emergency escape purposes. These stairways are not ambulant and evacuating people with disabilities down these stairways should the main access staircase become unavailable, is not entirely satisfactory.

- 5.1.12 There are two lifts currently used by staff and presumably, the double lift provision is deliberately to cater with the volume of staff needing to gain access to the upper floors. The current proposal does not contain the introduction of a new lift within the parts that would be accessed by members of the public.
- 5.1.13 Discussions have been held about the adaptation of one of the current staff lifts becoming a public lift, but this involves a significant amount of work, and may, be impractical. Currently the lifts have one entrance to the car facing the street. An additional entrance would need to be provided to the back of one of the lift cars. This is not a particularly straight forward task and further advice from the lift manufacturers will be required as to these practicalities.
- 5.1.14 Pursuance of the adaptation of the lift cars may in any event be irrelevant as the presence of a concrete beam requiring a series of steps and landings seems to indicate that level access to an altered lift car may be impossible. On this basis therefore, we feel it is extremely unlikely that relocation of a door to one of the current lift cars would be achievable, and even if it were, this would involve providing ramps and landings as well as doorways on travel routes that many members of the disabled community would find undesirable. Further investigation of the structural implications for adaptation of the lift needs to be undertaken but presently we believe that if option A of Lewis House is selected, the only satisfactory solution is to provide an additional lift alongside the new stairs to serve the ground, first and second floors.
- 5.1.15 This solution will add to cost, but probably is no more expensive than the adaptations required to the current lift cars. Sadly, it does have the disadvantage of taking yet more floor area from Lewis House that could otherwise be used for Council services.
- 5.1.16 If a new lift were to be provided, the issues of using non-ambulant stairways for means of escape for the public needs to be considered, and further investigation is necessary to enable us to advise fully in this regard, however, this appraisal identifies a significant issue with vertical circulation that may prove difficult to overcome. Providing services over three floors and will be unattractive to many user groups.
- 5.1.17 With regard to the services at first and second floor level, it is noted that accessible toilets are to be provided in the schematic plans. It is not clear as to whether the existing accessible toilets are to be utilised, but currently these do not meet current best practice either

in respect of the space provision or facilities provided. If the upper floors are to be redeveloped, changes to the accessible toilets and general toilet provision should be considered, and it would be good practice to consider providing an adult changing room. The provision of satisfactory accessible toilets and an adult changing room, yet again reduce the floor area for services to the public.

5.1.18 It was noted that the heating system within this property is by panel radiators and these will need to be relocated or protected in some way to prevent scalding.

5.1.19 The positioning of Lewis House in the general townscape is satisfactory, being in relatively close to the train station, car parking and taxis. Details of these arrangements are considered in the access audit elements of this report in Appendix 1.

## **5.2 Option B – The Podium**

5.2.1 The current library services are provided in the building known as The Podium located to the left-hand side of Waitrose. The space was specifically designed as a library, and therefore has better structural arrangements, greater space, is less cluttered, and is more amenable generally for public services. We were unable to undertake detailed inspection of these premises and therefore have only had a cursory look at the site. We have however considered in detail the approaches and public realm immediately adjoining the property and the association with the car park and general access.

5.2.2 Currently library services are provided on one floor only, and if Option B were selected, the proposal would see a redesign of the current floor area provided for library services and for services from Lewis House within the current floor plate.

5.2.3 There is a public meeting room at the property which we were unable to gain access to during our inspection. The meeting room is serviced by a kitchen, and we understand that there are toilets including an accessible toilet which, again we have not examined. These are located alongside the meeting facilities.

5.2.4 Lifts are provided from ground to first floor which have been inspected and will be considered later. Access is provided off a communal lobby, into the first floor of the adjoining Waitrose, where café services are provided as well as toilet facilities for members of the public.

- 5.2.5 The offices to the rear left hand side of the site have not been examined, but we note there is a stepped approach to these from the first floor, the precise arrangements for which are currently beyond our remit.
- 5.2.6 The library space is well organised, navigation is simple and clear, as is the signage. The space is far less intimidating for disabled people than that at Lewis House. Although, patently the arrangements will become more complex should other services be incorporated into the existing floor space.
- 5.2.7 A car park is located immediately below the premises, and although not ideal, there is a ramped approach from the car park out to the public highway (Northgate Street). I believe there is an assumption that level access could be achieved through the Waitrose store, but unfortunately there are some steps located to the front right hand side of the Waitrose store which people in wheelchairs would find impossible to navigate. It may be possible to create a ramp within the Waitrose store to enable people to gain access to the lift lobby.
- 5.2.8 There are two lifts located in the lift lobby, unfortunately due to the intensive use (which will be a consideration should the use of this property increase) we were only able to examine the right-hand lift. This lift car measured 1410mm long x 1310mm wide. This is just large enough to accommodate a shop mobility scooter. At the time of our inspection someone had pressed the emergency call and the lift was jammed in the open position. Although we were onsite for a reasonable length of time, no reactive attendance on the emergency call was noted.
- 5.2.9 The stairs leading from the ground floor and street level up to the upper floors consist of granite treads with open strings and steel moulded balustrading. There is a brass circular handrail approximately 50mm in diameter located 920mm above the pitch line of the stairs. The rise and going of stairs is 180 and 270mm respectively.
- 5.2.10 The lift is of a suitable size and design that would accommodate Wheelchair users satisfactory and the stairs whilst not ideal, come very close to the design requirements of BS8300 2009 in respect of ambulant transition. Further there is an up and down escalator within the entrance area of the premises which could also be used by visitors.
- 5.2.11 We are unable to assess the arrangements for emergency egress from the parts of the first floor, but presume that such arrangements

regarding evacuation are better than Lewis House (on the basis the building is newer), but this matter needs to be verified.

- 5.2.12 Whilst we have not been able to view the toilet arrangements within the meeting space at The Podium, we have examined the facilities within Waitrose at first floor level which we are informed are shared facilities. Initially, we have concern that the provision is sufficient for a busy retail store and an intensified use of a library and office space of The Podium, however, we believe it is likely that additional toilet facilities could be provided alongside the meeting space at first floor level in the podium that would regularise/ improve the toilet provision and could also incorporate an adult changing facility.

#### Access from the Public Realm

- 5.2.13 We have previously stated that pedestrian vehicle, taxi and public transport routes would be detailed within the appendices, in broad terms however, we saw nothing to strongly suggest that one location was better than another. From a disability perspective, the external environments are comparable.
- 5.2.14 We were very concerned about signage and wayfinding in the public realm and this is discussed in detail in the audits in the appendices.

## ***Appendix 1 - Access Audit: Option A Lewis House***

---

### Contents

1. Approaches and Car Parking
2. Routes and Entrances
3. Counters, Reception, Desks and Service Counters
4. Corridors and Horizontal Circulation
5. Vertical Circulation – Stairs, Ramps and Lifts
6. WC Provision
7. Seating
8. Wayfinding, Information and Signage
9. Alarms
10. Switches and Controls
11. Lighting
12. Meeting Rooms
13. Building Management
14. Means of Escape

Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

1.00	<b>Approaches and Car Parking</b>		
------	-----------------------------------	--	--

1.1	<u>Approaches from Station</u>		
-----	--------------------------------	--	--

1.1.1	<p>The station is located approximately 200m to the south of the property, arrangements within the station are the responsibility of the rail provider, but in general terms we thought these were reasonably satisfactory. The exit and egress from the station was satisfactory also, however, the taxi rank located at the station is provided on a cobbled area with cross falls and central drainage channel. This would be very difficult to navigate by several disabled user groups, particularly those with lower limb impairments and those in wheelchairs. It appears that the taxi drivers facilitate access for members of the public by relocating their taxis to assist people with mobility impairment.</p>		
-------	---	--	--



Item	Description	Recommendation	Photograph
1.1.2	<p>There is a controlled crossing from outside the taxi rank at the station which traverses a busy vehicle route, it was noted that the crossing control points in this location are provided with both audible warnings and tactile spinning cones to indicate to people who are visually impaired that it is clear to cross.</p>		
1.1.3	<p>The pedestrian route between the station and Lewis House is more than 1800mm wide and there are no barriers to pedestrians traversing this route, other than, the difficulty to navigate the columns outside Debenhams where a change of direction occurs.</p>		

Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

1.1.4	The road surfaces in this area of the route are relatively satisfactory, level, smooth and with satisfactory joints.		
-------	--	--	---



1.2	<u>Manvers Street Car Park</u>		
-----	--------------------------------	--	--

1.2.1	Currently this car park is provided with 161No. spaces, 6No. of which are designated accessible.		
-------	--	--	--

The minimum provision of 6% parking spaces designated disabled should be provided. Write to car park provider requesting that they meet British Standard i.e. 10No. spaces.



1.2.2	We have not audited the car park, however other than unsatisfactory pedestrian stairway, there were no		
-------	--	--	--

Item	Description	Recommendation	Photograph
	<p>apparent barriers that should concern the Local Authority.</p>		
1.2.3	<p>The route from the car park to the front of Lewis House requires the crossing of the public highway via controlled crossing, which at the time of our inspection was out of order.</p>		
			
1.2.4	<p>The cross falls to the crossing point were steep and the road surface was in very poor condition. This would present a barrier to people with mobility impairments</p>	<p>Write to Highway Authority requiring them to install tactile crossing and road surface that meets Best Practice Guidance.</p>	

Item	Description	Recommendation	Photograph
1.3	<u>SouthGate Car Park</u>		
1.3.1	There is a public car park provided in SouthGate with lift access to the lower ground floor levels which are suitable for mobility impaired.		
1.3.2	The travel distance from this car park via Henry Street is significant and contains gradients, although the pedestrian surfaces are excellent. The route however is fairly torturous for people with mobility impairments and most disabled drivers would elect to use the accessible parking spaces located in Henry Street, rather than use SouthGate car park. For the purposes of accessibility considerations, we do not believe the SouthGate car park is a viable option for users with mobility impairments visiting Lewis House, although other visitors who are disabled but ambulant may use it with assistance.		

Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

**2.00 Routes and Entrances**

2.1	The route from the public highway to the entrance is provided by a gently sloping hard surfaced area with a designated ramp leading from the highway to the main entrance doors at the front entrance. Whilst not meeting all aspects of the British Standard it is a relatively satisfactory design and we do not suggest any urgent alterations.	It may be beneficial to have a different colour ramp to the other areas of circulation, but this is not a high priority.	
-----	--	--	--

2.2	There is a designated pedestrian route from the highway to a single step to the left-hand side of the glazed lobby areas. This route has a significant cross fall and some visitors may not realise that there is a step present, albeit that there is tactile warnings to the top and bottom of the single step. It has also been manifested with yellow paint, this cross fall is a significant barrier to many users, both visually and mobility impaired.	The gradients should be changed to provide a stepped approach in this location to prevent those with lower limb mobility disabilities having to travel up to the ramp, if they are coming from the direction of the station. Providing a stepped approach in this location with appropriate handrails would obviate the conflict between the cycle stores to the left-hand side of the lobby entrance and would also leave free the vehicle in and out route for drop-off purposes as indicate in the photo.	
-----	---	--	--



Item	Description	Recommendation	Photograph
2.3	The main entrance itself is satisfactory with a large lobby bi-parting doors with automatic controllers and good quality barrier matting. The manifestation of the doors is poor however, and the manifestation to the glazed panels to the main elevation is very poor indeed.	Improve manifestation.	
2.4	The entrance doors between the staff entrance and the main public entrance are automatically controlled, and again these are satisfactory.		

Item	Description	Recommendation	Photograph
3.00	<b>Counters, Reception, Desks and Service Counters</b>		
3.1	<p>There are several desks and counters at Lewis House including</p> <ul style="list-style-type: none"> <li>I. the main reception for Local Authority Services to the right of the main space,</li> <li>II. a service counter to the café,</li> <li>III. seating to the rear left hand corner of the floor where members of public seek advice from members of staff,</li> <li>IV. the Police counter,</li> <li>V. the computer raised plinths</li> <li>VI. and seating and desks in the sheltered meeting pods contained within clear acrylic circular mobile meeting spaces.</li> </ul>		
3.2	<p>The Local Authority meeting desk is of a satisfactory height and has a knee space, it is also provided with a hearing loop. In general, terms this desk was satisfactory and the variety of seating provided met most user needs.</p>		

Item	Description	Recommendation	Photograph
3.3	This is also the case with the rear left hand corner of the building where satisfactory space for people with wheelchairs enables them to seek advice from the Local Authority as required.		
3.4	The remaining tables ,other than the podiums with computers on are flexible enough to enable them to be moved to locations to accommodate a broad variety of user needs. The situation was improved by the fact that there are a variety of chairs available both with and without arms		
3.5	In general terms, we considered the counters and receptions to be satisfactory, although we did note that the police counter did not have a recess space for wheelchair visitors.		
3.6	The meeting space used for members of the public adjoining the Council enquiry desk consisted of a bench adjoining the Shop Mobility area, this benching is not particularly suitable for people with disabilities	Provide flexible seating or be aware of the need for flexible seating in this location.	

Item	Description	Recommendation	Photograph
	and the seat height was lower than the recommended 450mm minimum.		
3.7		Ensure staff are aware of the needs of people with disabilities and offer alternative accommodation as required.	
3.8	A hearing loop was provided in the Local Authority's reception counter which is excellent. Unfortunately, due to the restrictions of access it was not possible to establish whether a hearing loop was provided in the meeting area to the rear left hand side of the site, and further investigation should be made to establish whether such provision is in place. Should this not be the case we recommend a portable hearing loop be provided in this location.		
3.9	There is no recessed counter to the café area, although alternative service provision in the form of staff taking trays to people with mobility impairments could easily be accommodated. There was no hearing loop to the counter	Provide table service for those visitors who require such service on the basis that the café is relatively small and does not appear relatively busy. Provide portable hearing loop	

Item	Description	Recommendation	Photograph
3.10	The podiums containing computers for the public to use are located at a height of approximately 1000mm above floor level, this is suitable for those able to stand, but not suitable for people with lower limb mobility impairments and have difficulty standing for long periods of time, nor wheelchair users and the like.	We presume that alternative service delivery is provided in the form of providing computers at other locations, for example tables, and if this is not the case such arrangements should be provided urgently.	
<b>4.00</b>	<b>Corridors and Horizontal Circulation</b>		
4.1	There are no corridors as such within the premises, although there are lobbies which have previously been described.		

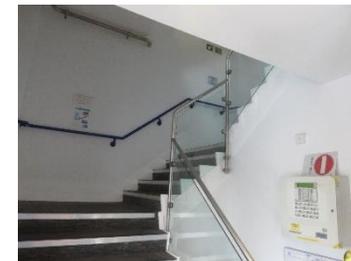
Item	Description	Recommendation	Photograph
4.2	The lobbies at all floor levels effected by the proposals are sufficiently large to enable satisfactory circulation for members of the public.		
4.3	At ground floor level, the current One Stop Shop is extremely busy and filled with a variety of barriers that would not only effect people with mobility impairments, but would also be confusing for people with learning disabilities as well as visual and hearing impairments. Most the surfaces are hard and as a consequence there is a lot of noise reverberation which affects people who have hearing difficulties.		
4.4	Meeting rooms are located to the rear right hand side of the site but these are not immediately apparent.		
4.5	One real positive is that staff appear very attentive to the needs of people visiting whether they have a disability or not and as a consequence, the	Ensure that satisfactory circulation space is provided to ground floor areas and that people with	

Item	Description	Recommendation	Photograph
	difficult environment was improved significantly.	disabilities are assisted as soon as they enter the premises.	
<b>5.00</b>	<b>Vertical Circulation – Stairs, Ramps and Lifts</b>		
5.1	Again, it is difficult to take accurate information due to the constraints of our visit.		
5.2	The current arrangement is that members of the public are only allowed in the ground floor are and members of staff meet visitors on the ground floor should this be required.		
5.3	Currently vertical circulation is not an issue for members of the public, moving forward however it was noted that both staircases that would be used as means of escape are not ambulant in their design and therefore would be difficult for many user groups to navigate.		
5.4	Further, we have discussed the matter of the lifts, and the lifts are of such a design, significant works are		

Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

required to bring them up to a satisfactory/ reasonable standard to meet modern requirements. We have discussed previously our recommendation that for this very good reason, the alternative of the Podium should be used.

5.5	Should Lewis House be selected for the Library service, further advice about the stairs and lifts will be furnished.		
-----	--	--	--



Item	Description	Recommendation	Photograph
<b>6.00</b>	<b>WC Provision</b>		
6.1	<p>Accessible toilets on the ground floor are provided to the left-hand end of the site. In addition, there is separate female and male facilities. The general facilities are satisfactory at ground floor level, and we noted that accessible WC contains stainless steel handrails which contrasts with the white background and there is a grey floor. Unfortunately, baby changing provision is also provided in the same space. The Equality Act protects people with disabilities and there is no legislation requiring baby changing facilities to be provided. Consequently, someone who may use this facility for baby changing or feeding may occupy this space for a considerable time and resulting in a protected person under the Equality Act to have to wait a considerable time to gain access to the toilet, this is patently an unsatisfactory situation and we suggest baby changing is relocated elsewhere to overcome this problem.</p>		

Item	Description	Recommendation	Photograph
6.2	We also noted other issues with the changing facilities as follows:	Provide toilet tissue dispenser	
6.3	Toilet roll dispensers are provided, toilet tissue should be provided as many users find toilet rolls difficult to operate		
6.4	We noted that litter and sanitary bins are provided in a transfer space, these should be relocated to enable wheelchair users to use the transfer space for the purpose it was designed.	Move bins	
6.5	We noted there were no hooks on the back of the door and both low and high level hooks should be provided.	Provide low and high level hooks	
6.6	We examined the accessible toilets at first and second floor level and should Lewis House be selected, further advice on the toilets will be required. currently they fall short of the requirements of Part M of the Building Regulations and we will		

Item	Description	Recommendation	Photograph
	recommend further works should this option proceed.		
<b>7.00</b>	<b>Seating</b>		
7.1	We have discussed seating in section 3 and no further comments about seating are provided.		
7.2	Should Lewis House be selected, it would be advisable to provide seating at landing level.		
<b>8.00</b>	<b>Wayfinding, Information and Signage</b>		
8.1	<p>There is a large amount of information provided, particularly externally. There is a lot of duplication of information and the signage was confusing in many areas</p> <p>The current arrangement with staff aiding visitors overcomes many of the signage issues currently but an</p>	Review signage internally and externally	

Item	Description	Recommendation	Photograph
	<p>objective review needs to be undertaken once a decision on library location is concluded</p>		
8.2	<p>We were very concerned about public realm route finding and signage. We note that the Local Authority have spent considerable sums on providing totem signs and we have read the documentation produced by Bath City Information explaining the rationale and process, unfortunately it appears that the needs of the disabled have not been considered as a particularly high priority and the infrequency of the signage, size of letters, omission of tactile information and the pictorial arrangements do not meet all the needs of the disabled population, indeed they fall short of the requirements of the British Standard</p>	<p>We recommend that audible signage is incorporated into the totems and that wayfinding information is provided on a more regular basis to allow people who will become disorientated in the city.</p>	
8.3	<p>There is no brail information available, although we are led to believe there is the possibility of this information being available either online or from Tourist Information Sites.</p>		

Item	Description	Recommendation	Photograph
8.4	Architecturally the signage is excellent and fits well within the environment but unfortunately from a disability perspective we regard the signage as inadequate and inappropriate.		
<b>9.00</b>	<b>Alarms</b>		
9.1	Currently it does not appear that there are visual alarms in the toilet facilities and these should be provided.		
<b>10.00</b>	<b>Switches and Controls</b>		
10.1	At this stage, no comment on switches and controls is provided as these will change. Any new switches and controls should meet the requirements of BS8300 2009.		

Item	Description	Recommendation	Photograph
<b>11.00</b>	<b>Lighting</b>		
11.1	The lighting in the One Stop Shop is very bright and well above the minimum lighting levels. It would be advantageous to provide brighter lighting in the lobby as the transmission between the internal and external areas will be difficult for some visitors	Provide increased lighting in entrance vestibule.	
11.2	There are several downlighters and spotlights within the premises and ordinarily these would create pools of light which are inappropriate for many users. Happily there is additional lighting other than ceiling mounted downlighters which reduce the glare and reflection. Should the One Stop Shop be developed into the Library, careful consideration should be given to the general lighting arrangements.		
<b>12.00</b>	<b>Meeting Rooms</b>		
12.1	12.1The series of meeting rooms to the rear right hand side of the		

Item	Description	Recommendation	Photograph
	premises were not examined during our inspection.		
12.2	Further advice on meetings rooms can be provided if required.		
<b>13.00</b>	<b>Building Management</b>		
13.1	The building management seemed to be very good, all surfaces were clean and well organised. We saw no issues in this respect during our inspection that need to be addressed.		
<b>14.00</b>	<b>Means of Escape</b>		
14.1	As a service provider, you should provide an evacuation plan to ensure that the building is evacuated effectively, particularly for people who have a visual impairment. The evacuation plan should be revisited to ensure that it recognises the needs of the disabled community and that Fire Marshals are trained to ensure their needs are met.	Ensure evacuation plan reflects needs of disabled community.	

## ***Appendix 2 - Access Audit: Option B The Podium***

---

### Contents

1. Approaches and Car Parking
2. Routes and Entrances
3. Counters, Reception, Desks and Service Counters
4. Corridors and Horizontal Circulation
5. Vertical Circulation – Stairs, Ramps and Lifts
6. WC Provision
7. Seating
8. Wayfinding, Information and Signage
9. Alarms
10. Switches and Controls
11. Lighting
12. Meeting Rooms
13. Building Management
14. Means of Escape

Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

1.00	<b>Approaches and Car Parking</b>		
------	-----------------------------------	--	--

	The nearest car park is located below the library and consist 521 space car park. Currently the car park does not have the requisite number of accessible spaces.		
--	---	--	--

		Should The Podium option be selected a review of the parking arrangements should be undertaken. The Car park is not operated by the Local Authority	
--	--	---	--



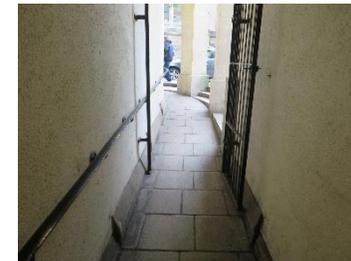
**Item Description**

There is a ramp from the car park to the street which is approx 1500mm wide. The ramp does not currently meet the requirements of BS8300. It only has a handrail one side and is complicated by tapering steps between the ramp and Northgate Street

**Recommendation**

Write to car park operator to notify them of the barriers

**Photograph**



Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

There is no lift access directly between the car park and the library. To gain access to The Podium a visitor needs to travel via Northgate Street to the lifts in the main Podium entrance or navigate the steps in the Waitrose grocery.

Investigate whether a ramp would be viable in store at Waitrose to give level access



**2.00 Entrances**

The main entrance faces Northgate Street and contains lifts and stairs. Additional there are escalators in Waitrose that could be used if needed

There are no significant barriers to access the podium from Northgate Street



Item	Description	Recommendation	Photograph
------	-------------	----------------	------------



<b>3.00</b>	<b>Counters, Reception, Desks and Service Counters</b>		
-------------	--	--	--

3.1	Due to the cursory nature of the inspection, we are unable to comment on service counters at this stage		
-----	---	--	--

3.2	Should the podium be selected as the choice of facility, further advice on counters, desks and receptions will be provided.		
-----	---	--	--

<b>4.00</b>	<b>Corridors and Horizontal Circulation</b>		
-------------	---	--	--

Item	Description	Recommendation	Photograph
4.1	<p>The Podium is currently a large and spacious area which has excellent horizontal circulation. There are no significant corridors to cause concern. Patently the design will change should this site be selected and on this basis, we suggest a review of the design as part of the ongoing appraisal process.</p>		
<b>5.00</b>	<b>Vertical Circulation</b>		
5.1	<p>The vertical circulation is far superior to that contained in Lewis House.</p>		

**Item Description**

There are two lifts located in the lift lobby, unfortunately due to the excessive use (which will be a consideration should the use of this property intensify) we were only able to examine in detail the right-hand lift. This lift car measured 1410mm long x 1310mm wide. This would just about be sufficiently large to accommodate a shop mobility scooter

**Recommendation**

**Photograph**



Item	Description	Recommendation	Photograph
<b>6.00</b>	<b>WC Provision</b>		
6.1	WC provision is provided in two locations.		
6.2	That provided in the Waitrose element is the responsibility of Waitrose themselves and we make no recommendations at this stage as they are the service provider under the Equality Act.		
6.3	Unfortunately, we were unable to examine the WC provision adjoining the meeting room, this can be commented upon further should the podium be selected as the preferred option.		
<b>7.00</b>	<b>Seating</b>		
	No comment at this stage		

Item	Description	Recommendation	Photograph
------	-------------	----------------	------------

<b>8.00</b>	<b>Wayfinding, Information and Signage</b>		
-------------	--	--	--

	<p>We were very concerned about route finding and signage. We note that the Local Authority have spent considerable sums on providing totem signs and we have read the documentation produced by Bath City Information, unfortunately it appears that the needs of the disabled have not been considered as a particularly high priority and the infrequency of the signage, size of letters, omission of tactile information and the pictorial arrangements do not meet all the needs of the disabled population, indeed they fall short of the requirements of the British Standard</p>		
--	---	--	--

	<p>There is no brail information available, although we are led to believe there is the possibility of this information being available either online or from Tourist Information Sites.</p>		
--	--	--	--

		<p>We would recommend that audible signage is incorporated into the totems and that wayfinding information is provided on a more regular basis to allow people who will become disorientated in the city.</p>	
--	--	---	--

Item	Description	Recommendation	Photograph
	<p>Architecturally the signage is excellent and fits well within the environment but unfortunately from a disability perspective we regard the signage as inadequate and inappropriate.</p>		
<b>9.00</b>	<b>Alarms</b>		
9.1	<p>Currently it does not appear that there are visual alarms in the toilet facilities and these should be provided.</p>		
<b>10.00</b>	<b>Switches and Controls</b>		
10.1	<p>At this stage, no comment on switches and controls is provided as these will change. Any new switches and controls should meet the requirements of BS8300 2009.</p>		
<b>11.00</b>	<b>Lighting</b>		

Item	Description	Recommendation	Photograph
11.1	The lighting in the podium was superior to that of Lewis House as uplighters are provided which reflect off the ceiling and provide a better-quality light generally.		
11.2	Downlighters are provided above counters and meeting areas and this appeared to be satisfactory with no significant pooling noted		
11.3	Further advice on lighting can be provided on request should this option be selected.		
<b>12.00</b>	<b>Meeting Rooms</b>		
	No comment		
<b>13.00</b>	<b>Building Management</b>		
13.1	The building management seemed to be very good, all surfaces were clean and well organised. We saw no issues in this respect during our inspection that need to be addressed.		

Item	Description	Recommendation	Photograph
<b>14.00</b>	<b>Means of Escape</b>		
14.1	As a service provider, you should provide an evacuation plan to ensure that the building is evacuated effectively, particularly for people who have a visual impairment. The evacuation plan should be revisited to ensure that it recognises the needs of the disabled community and that Fire Marshals are trained to ensure their needs are met.	Ensure evacuation plan reflects needs of disabled community.	

## ***Useful Organisations***

---

### **Equality and Human Rights Commission**

The Equality and Human Rights Commission is the independent advocate for equality and human rights in Britain. It aims to reduce inequality, eliminate discrimination, strengthen good relations between people, and promote and protect human rights.

The Equality and Human Rights Commission helplines advise both individuals and organisations such as employers and service providers.

Website: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)  
Email: [info@equalityhumanrights.com](mailto:info@equalityhumanrights.com)  
Telephone: 0845 604 6610  
08:00 – 18:00 Monday to Friday

### **Directgov**

Directgov is the UK government's digital service for people in England and Wales. It delivers information and practical advice about public services, bringing them all together in one place.

Website: [www.direct.gov.uk](http://www.direct.gov.uk)

### **Government Equalities Office (GEO)**

The GEO is the Government department responsible for equalities and policy in the UK

Website: [www.equalities.gov.uk](http://www.equalities.gov.uk)  
Telephone: 0303 444 0000

### **Disability Rights UK**

Email: <http://www.disabilityrightsuk.org>  
Telephone: 020 7250 8181

### **Royal National Institute for the Blind**

Email: <http://www.rnib.org.uk>  
Telephone: 0845 702 3153  
RNIB Helpline: 08457 909090  
Email [jo@samaritans.org](mailto:jo@samaritans.org)

### **Royal Association for Deaf People**

Website: <http://www.royaldeaf.org.uk>  
Email: [info@royaldeaf.org.uk](mailto:info@royaldeaf.org.uk)  
Telephone: 0845 688 252519-23

### **Disabled Living Foundation**

Website: [www.dlf.org.uk](http://www.dlf.org.uk)  
Helpline: 0300 999 0004  
Email: [info@dlf.org.uk](mailto:info@dlf.org.uk)

## ***Glossary of Terms***

---

### **Accessible venue**

A building designed and / or altered to ensure that people, including disabled people, can enter and move round freely and access its events and facilities.

### **Act**

A law or piece of legislation passed by both Houses of Parliament and agreed to by the Crown, which then becomes part of statutory law (ie is enacted).

### **Affirmative Action**

Positive steps taken to increase the participation of under-represented groups in the workplace. It may encompass such terms as positive action and positive discrimination. The term, which originates from the United States of America, is not used in the Equality Act.

### **Age**

This refers to a person belonging to a particular age group, which can mean people of the same age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds, or people over 50).

### **Agent**

A person who has authority to act on behalf of another ('the principal') but who is not an employee.

### **All reasonable steps**

In relation to harassment by an employee, all the things which the employer could reasonably have done to stop it; in relation to reasonable adjustments, 'reasonable steps' is another term for the things that the employer could reasonably have done to remove the disadvantage.

### **Alternative format**

Media formats which are accessible to disabled people with specific impairments, for example Braille, audio description, subtitles and Easy Read.

### **Anticipatory duty**

For service providers, the duty to make reasonable adjustments is anticipatory; within reason, it is owed to all potential disabled customers and not just to those who are known to the service provider.

### **Associate members**

A person who has access to some or all of an association's benefits, facilities and services because they are a member of another associated private club.

### **Associated with**

Where a victim of discrimination does not have a protected characteristic but is discriminated against because of their association with someone who does e.g. the parent of a disabled child.

### **Association**

An association of people sharing a particular characteristic or interest which has at least 25 members, where admission to membership is regulated and involves a process of selection.

### **Association with**

See associated with.

### **Auxiliary aid**

Usually a special piece of equipment to improve accessibility.

### **Auxiliary service**

A service to improve access to something often involving the provision of a helper/ assistant.

**Bill**

A draft Act, not passed or in force.

**Breastfeeding**

When a woman feeds her baby with breast milk. Breastfeeding is specifically protected for the first 26 weeks after birth by the pregnancy and maternity discrimination provisions in relation to non-work cases.

**By association**

In the Act, this refers to discrimination against a person who does not have a protected characteristic because of their association with someone who has a protected characteristic. See also 'associated with'.

**Charity**

A body (whether corporate or not) which is for a statutory charitable purpose that provides a benefit to the public.

**Civil, diplomatic, armed or security and intelligence services**

Respectively, this refers to (i) the civil service, (ii) the diplomatic service (iii) the armed forces, (iv) organisations responsible for internal security and counterintelligence (but not civil police forces).

**Clients**

A customer or patron of a service or organisation, generally where the service provider is professional and is in a position of trust and confidence.

**Code of Practice**

Is a statutory guidance document which must be taken into account by the Courts when applying the law and which may assist people comply with the law.

**Comparator**

A person with whom a claimant compares themselves to establish less favourable treatment in a discrimination case.

**Customers**

People who buy or use goods or services.

**Data Protection**

Safeguards concerning personal data provided for by statute, mainly the Data Protection Act 1998

**Different needs**

Refers to the different requirements that people with protected characteristics may have which either must or should be met to provide equality, including equality of opportunity and access

**Direct discrimination**

Less favourable treatment of a person compared with another person because of a protected characteristic

**Directly discriminatory**

See direct discrimination

**Disability**

A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Disabled person**

Someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

**Disadvantage**

A detriment or impediment – something that the individual affected might reasonably consider changes their position for the worse.

**Disadvantaged**

When someone suffers a detriment or finds an impediment to enjoying a benefit in comparison with others because of a characteristic of theirs; encountering a pre-existing barrier

which is inherent in their workplace but which doesn't have the same effect on others

### **Discriminate unlawfully**

When an employer has treated someone less favourably because of a protected characteristic (discriminated against them) and does not have a valid defence.

### **Discriminating directly or indirectly**

Refers to discrimination because of a person's protected characteristic (direct); or discrimination that occurs when a provision, criteria or practice is applied that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic (indirect).

### **Discrimination arising from disability**

When a person is treated unfavourably because of something arising in consequence of their disability.

### **Disproportionately low**

Refers to situations where people with a protected characteristic are under-represented (e.g. in the workforce or among service-users) compared to their numbers in the population

### **Diversity**

Where many different types of people are included

### **Duty to make reasonable adjustments**

Where a disabled person is at a substantial disadvantage in comparison with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by (i) changing provisions, criteria or practices, (ii) altering, removing or providing a reasonable alternative means of avoiding physical features and (iii) providing auxiliary aids

### **Educational establishments**

Schools, colleges and higher educational institutions

### **Employee**

A person who carries out work for a person under a contract of service, a contract of apprenticeship, or a contract personally to do work; or a person who carries out work for the Crown or a relevant member of the Houses of Parliament staff.

### **Employer**

A person who makes work available under a contract of service, a contract of apprenticeship, the Crown or a relevant member of the Houses of Parliament staff.

### **Employment service provider**

A person who provides vocational training and guidance, careers services and may supply employers with workers

### **Employment services**

Vocational training and guidance, finding employment for people, supplying employers with workers

### **Equal pay audit**

Comparing the pay of women and men who are doing equal work in an organisation, and investigating the causes of any pay gaps by gender or working pattern. The provisions in the Act directly relating to equal pay refer to sex equality but an equal pay audit could be used applied to other protected characteristics to help an employer equality proof their business.

### **Equal work**

A woman's work is equal to a man's in the same employment (and vice versa) if it is the same or broadly similar (like work); rated as equivalent to his work under a job evaluation scheme or if she can show that her work is of equal value to his in terms of the demands made of her.

**Equality clause**

A sex equality clause is read into a person's contract of employment so that where there is a term which is less favourable than that enjoyed by someone of the opposite sex doing equal work, that term will be modified to provide equal terms.

**Equality policy**

A statement of an organisation's commitment to the principle of equality of opportunity in the workplace.

**Equality training**

Training on equality law and effective equality practice

**Exceptions**

Where, in specified circumstances, a provision of the Act does not apply

**Flexible working**

Working different hours or at home to accommodate childcare commitments

**Gender reassignment**

The process of changing or transitioning from one gender to another

**Gender Recognition Certificate**

A certificate issued under the Gender Recognition Act to a transsexual person who has, or has had gender dysphoria, has lived in the acquired gender throughout the preceding two years, and intends to continue to live in the acquired gender until death.

**Goods, facilities or services**

Goods refer to moveable property, facilities to opportunities to enjoy a benefit or do something and services refer to provisions for meeting people's needs. Goods, facilities and services are available to the public or any part of it.

**Guaranteed interview scheme**

This is a scheme for disabled people which means that an applicant will be invited for interview if they meet the

essential specified requirements of the job

**Guests**

People invited to enjoy an association's benefits, facilities or services by that association or a member of it.

**Harass**

To behave towards someone in a way that violates their dignity, or creates a degrading, humiliating, hostile, intimidating or offensive environment.

**Harassment**

Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment. See below for sexual harassment.

**Impairment**

A functional limitation which may lead to a person being defined as disabled according to the definition under the Act. See disability.

**Indirect discrimination**

The use of an apparently neutral practice, provision or criterion which puts people with a particular protected characteristic at a disadvantage compared with others who do not share that characteristic, and applying the practice, provision or criterion cannot be objectively justified

**Indirectly discriminatory**

See indirect discrimination

**Information Society Service Provider (ISSP)**

A service provider which provides electronic data storage, usually for payment, for example, selling goods online.

**Instruction to discriminate**

When someone who is in a position to do so instructs another to discriminate against a third party. For example, if a GP instructed her receptionist not to register anyone who might need help from an interpreter, this would amount to an instruction to discriminate.

**Insurance business**

An organisation which provides financial protection against specified risks to clients in exchange for payment.

**Job evaluation study**

This is a study undertaken to evaluate jobs in terms of the demands made on a person, using factors such as effort, skill and decision making. This can establish whether the work done by a woman and a man is equal, for equal pay purposes. See equal work.

**Judicial review**

Is a procedure by which the High Court supervises the exercise of public authority power to ensure that it remains within the bounds of what is lawful.

**Less favourably**

Worse, not as well as

**Like work**

See equal work.

**Manifest**

See manifestation: refers to the appearance or expression of a protected characteristic. For example manifestations of sexual orientation can include the person's appearance, the places they visit or the people they mix with.

**Manifestation**

Expression

**Marriage and civil partnership**

Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated no less favourably than married couples.

**Maternity**

See pregnancy and maternity

**Maternity leave**

leave which a woman can take whilst she is pregnant and after the birth of her child divided into compulsory, ordinary and additional maternity leave. How much leave a woman is entitled to will vary, but all women employees are entitled to 26 weeks.

**Members**

People who have been formally accepted into membership of an association

**Minister**

Someone who is authorized to perform religious functions, such as weddings, baptisms and communion, in a Christian church

**Monitor**

See monitoring

**Monitoring**

Monitoring for equality data to check if people with protected characteristics are participating and being treated equally. For example, monitoring the representation of women, or disabled people, in the workforce or at senior levels within organisations.

**Monitoring form**

A form which organisations use to collect equality monitoring data – from, for example, job applicants or service users. It records information about a person's sex, age, disability, race, religion, or sexual orientation. It is kept separately from any identifying information about the person.

**More favourably**

To treat somebody better than someone else. This is unlawful under the Act if it is because of a protected characteristic except in very limited circumstances e.g. the duty to make reasonable adjustments for a disabled person. The law can require pregnant workers to be treated more favourably in some circumstances.

**National security**

The security of the nation and its protection from external and internal threats, particularly from activities such as terrorism and threats from other nations

**Needs that are different**

See different needs

**Normal retirement age**

Is the retirement age at which in practice employees in a particular job and workplace would normally expect to retire. Normal retirement age can differ from the contractual retirement age. If it is under 65, it must be objectively justified.

**Objective justification**

When something (e.g. an otherwise discriminatory action) can be objectively justified

**Objectively justified**

When something can be shown to be a proportionate means of achieving a legitimate aim – that is, the way of achieving the aim is appropriate and necessary.

**Occupational health**

Occupational health can be defined as the ongoing maintenance and promotion of physical, mental and social well-being for all workers.

**Occupational health practitioner**

A health professional providing occupational health services

**Occupational pension**

A pension which an employee may receive after retirement as a contractual benefit

**Occupational requirement**

Where having a protected characteristic is an occupational requirement, certain jobs can be reserved for people with that protected characteristic (e.g. Women support workers in women's refuges; Ministers of Religion)

**Office-holders**

There are personal and public offices. A personal office is a remunerated office or post to which a person is appointed personally under the direction of someone else. A public office is appointed by a member of the government, or the appointment is recommended by them, or the appointment can be made on the recommendation or with the approval of both Houses of Parliament, the Scottish parliament or the National Assembly for Wales.

**Organised religion**

Refers to a religion which manifests its beliefs through organised worship

**Palantypist**

Also known as 'Speech to Text Reporter'. A palantypist reproduces speech into a text format onto a computer screen at verbatim speeds for deaf or hard of hearing people to read

**Past disability**

A person who has had a disability as defined by the Equality Act

**Perception**

In the Act, the belief that someone has a protected characteristic, whether or not they do have it.

**Physical barriers**

A physical feature of a building or premises which places disabled people at a substantial disadvantage compared to non-disabled people when accessing goods, facilities and services or employment

**Physical features**

Anything that forms part of the design or construction of a place of work, including any fixtures, such as doors, stairs etc. Physical features do not include furniture, furnishings, materials, equipment or other chattels in or on the premises.

**Positive action**

Refers to a range of lawful actions that seek to overcome or minimise disadvantages (e.g. in employment opportunities) that people who share a protected characteristic have experienced, or to meet their different needs.

**Positive Discrimination**

Treating someone with a protected characteristic more favourably to counteract the effects of past discrimination. It is generally not lawful although the duty to make reasonable adjustments is an exception where treating a disabled person more favourably may be required by law.

**Practicable**

Capable of being carried out or put into effect

**Pregnancy and maternity**

Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Pregnant**

See pregnancy and maternity

**Private disposals**

Is when an owner-occupier disposes of property (i.e. sells or leases etc) without using an estate agent or publishing an advert in connection with the 'disposal'

**Procurement**

Is the term used in relation to the range of goods and services a public body or authority requires and delivers. It includes sourcing and appointment of a service provider and the subsequent management of the goods and services being provided.

**Professional organisations**

A body of persons engaged in the same profession, formed usually to provide advice, maintain standards, and represent the profession in discussions with other bodies about professional concerns

**Proportionate**

This refers to measures or actions that are appropriate and necessary. Whether something is proportionate in the circumstances will be a question of fact and involve weighing up the discriminatory impact of the action against the reasons for it, and asking if there is any other way of achieving the aim.

**Protected characteristics**

These are the grounds upon which discrimination is unlawful. The characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Protected period**

This refers to the time when the specific prohibition against unfavourable treatment of expectant and new mothers applies. The period begins at the start of a woman's pregnancy and continues until the end of her maternity leave.

**Provision, criterion or practice**

Identifying a provision, criterion or practice is key to establishing indirect discrimination. It can include for example, any formal or informal policies, decisions, rules, practices, arrangements, criteria, conditions, prerequisites or qualifications.

**Public authority**

Organisations and individuals that carry out public functions - this would include government departments, local authorities, health authorities and hospitals, schools, prisons, and police for example.

**Public bodies**

Public bodies are defined as bodies which have a role in the processes of national Government but are not a Government department or part of one. They operate to a greater or lesser extent at arm's length from Ministers.

**Public functions**

Any act or activity undertaken by a public authority in relation to delivery of a public service or carrying out duties or functions of a public nature e.g. the provision of policing and prison services, healthcare, including residential care of the elderly, government policy making or local authority planning services.

**Public sector equality duty**

The duty on a public authority when carrying out its functions to have due regard to the need to eliminate unlawful discrimination and harassment, foster good relations and advance equality of opportunity.

**Qualifications bodies**

An authority or body which can confer qualifications.

**Questions procedure**

A discrimination law procedure whereby a pre-action questionnaire is issued to the respondent/ defendant, i.e. the person or organisation against whom a discrimination claim may be made

**Race**

Refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, nationality (including citizenship) ethnic or national origins.

**Rated as equivalent**

An equal pay concept - see equal work

**Reasonable**

What is considered reasonable will depend on all the circumstances of the case including the size of an organisation and its resources, what is practicable, the effectiveness of what is being proposed and the likely disruption that would be caused by taking the measure in question as well as the availability of financial assistance

**Reasonable adjustment**

See the duty to make reasonable adjustments

**Reasonable steps**

See the duty to make reasonable adjustments

**Reasonably**

See reasonable

**Reasonably believe**

This refers to a belief based on objective grounds

**Regulations**

Secondary legislation made under an Act of Parliament (or European legislation) setting out subsidiary matters which assist in the Act's implementation

**Religion or belief**

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Religion or belief organisations**

An organisation founded on an ethos based on a religion or belief. Faith schools are one example of a religion or belief organisation

**Religious organisation**

See religion or belief organisation

**Retirement age**

The age at which an employee retires. This may be the national default retirement age, if there is one, or an age which is set in the contract of employment but which must be capable of being objectively justified

**Right to request flexible working**

The legal right to request flexible working, e.g. a change in the way you work or the hours you work

**Same employment**

An equal pay concept (see equal work). Generally, women and men can compare their pay and other conditions with those employed by the same or an associated employer.

**Separate services**

Services only provided for one sex

**Service complaint**

A complaint about service delivery

**Service provider**

Someone (including an organisation) who provides services, goods or facilities to the general public or a section of it

**Service users**

Those accessing or using a particular service

**Services**

See goods, facilities and services

**Services, Goods or Facilities**

This refers to services, goods or facilities provided to the public by public or private providers. The definition excludes public functions and benefits, facilities and services provided by clubs and associations. See also goods, facilities and services.

**Sex**

This is a protected characteristic. It refers to whether a person is a man or a woman (of any age).

**Sexual harassment**

Any conduct of a sexual nature that is unwanted by the recipient, including verbal, non-verbal and physical behaviours, and which violates the victim's dignity or creates an intimidating, hostile, degrading or offensive environment for them

**Sexual orientation**

Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes

**Single-sex facilities**

Facilities which are only available to men or to women, the provision of which may be lawful under the Act

**Single-sex services**

A service provided only to men or women. It is not always discriminatory to provide single-sex services, for example provision of single-sex changing facilities in a leisure centre

**Small premises**

Premises are small if they are not normally sufficient to accommodate more than two other households (and no more than six people in addition to the owner-occupier and/or their relatives and/or close relations)

**Stakeholders**

People with an interest in a subject or issue who are likely to be affected by any decision relating to it and/or have responsibilities relating to it.

**Substantial disadvantage**

A disadvantage which is more than minor or trivial

**Terms of employment**

The provisions of a person's contract of employment, whether provided for expressly in the contract itself or incorporated by statute, custom and practice or common law etc.

**Textphone**

A type of telephone for deaf or hard of hearing people which is attached to a keyboard and a screen on which the messages sent and received are displayed

**Trade unions**

These are organisations formed to represent workers' rights and interests to their employers, for example in order to improve working conditions, wages or benefits. They also advocate more widely on behalf of their members' interests and make recommendations to government, industry bodies and other policy makers.

**Transsexual person**

Refers to a person who has the protected characteristic of gender reassignment. This may be a woman who has transitioned or is transitioning to be a man, or a man who has transitioned or is transitioning to be a woman. The law does not require a person to undergo a medical procedure to be recognised as a transsexual

**Two Ticks' Symbol**

A sign awarded by Jobcentre Plus to employers who are positive about employing disabled people and are committed to employ, keep and develop disabled staff

**UK Text Relay Service**

Text Relay is a national telephone relay service for deaf, deafened, hard of hearing, deaf blind and speech-impaired people. It lets them use a textphone to access any services that are available on standard telephone systems.

**Unfavourably**

The term is used (instead of less favourable) where a comparator is not required to show that someone has been subjected to a detriment or disadvantage because of a protected characteristic – for example in relation to pregnancy and maternity discrimination

**Unlawful**

Not permitted by law (as distinct from illegal which means 'forbidden by law'). On occasions, unlawful and illegal may be synonymous, but unlawful is more correctly applied in relation to civil (as opposed to criminal) wrongs.

**Unlawful disability discrimination**

See unlawful discrimination

**Unlawful discrimination**

When an employer has engaged in prohibited conduct against someone with a protected characteristic and does not have a valid defence

**Unlawful discrimination because of disability**

See unlawful discrimination and discrimination arising from disability

**Unlawful indirect discrimination**

See indirect discrimination

**Unlawfully discriminated**

See discriminate unlawfully and unlawful discrimination

**Unlawfully discriminated**

See unlawful discrimination

**Unreasonable**

Not reasonable, beyond what's practicable. See also reasonable.

**Victimisation**

Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act i.e. bringing proceedings under the Act; giving evidence or information in connection with proceedings under the Act; doing any other thing for the purposes or in connection with the Act; making an allegation that a person has contravened the Act.

**Victimise**

The act of victimisation

**Vocational service**

A range of services to enable people to

retain and gain paid employment and mainstream education.

**Vocational training**

Training to do a particular job or task

**Work of equal value**

See equal work

**Work situation**

Refers to the employment and workplace context – if disputes or discrimination complaints arise in relation to work they will be heard in the Employment Tribunal.

**Workstep**

The WORKSTEP employment programme provides support to disabled people facing complex barriers to getting and keeping a job. It also offers practical assistance to employers.

**Worker**

The definition of 'employee' given above also encompasses that of 'worker'. However, in employment law, worker is generally a wider category than employee and includes a contract personally to do work.

**Worse**

When someone is treated less favourably they are treated worse than someone else, literally something which is not as good as someone or something else.

This page is intentionally left blank

# B&NES Modern Libraries Programme

Financial Summary

**Reliance Restricted**

10 July 2017

Page 125





## Financial Summary

As part of the Modern Libraries programme, five options have been considered for Bath Library Services.

### Introduction

As part of the Modern Libraries programme, five options have been considered for Bath Library Services which are summarised below:

Options	Capital requirement	Cumulative annual savings- Whole programme					Cumulative annual savings- Bath only					Potential savings areas
<b>Option 1</b> – do nothing- OSS remains at Lewis House and refresh of Library space at the Podium	Capital requirement = £0.651m This capital would be needed to refresh the Library space in order to bring some areas up to a higher standard of maintenance.  All capital requirements <b>are met</b> by approved funding.	In order to achieve any savings, more staff savings will be required.					In order to achieve any savings, more staff savings will be required.					This option would place a high reliance on volunteers. The number of volunteers needed is not considered sustainable.
<b>Option 2</b> – build new	Not fully assessed, estimated cost £2,400 square metre.	Not assessed					Not assessed					Time to acquire/remodel a new site is prohibitive within the savings timeframe.
<b>Option 3</b> – integrate the Library into Lewis House	Capital cost = £7.138m <i>Funding sources</i> Provisionally approved Modern Libraries & Workplaces = £5.953m Identified balances (inclusive capital & s106 funds) = £0.773m  Capital required in excess of approved funding = <b>£0.412m</b>		<b>Savings</b>	<b>Borrowing costs</b>	<b>Rent</b>	<b>Net Saving</b>		<b>Savings</b>	<b>Borrowing costs</b>	<b>Rent</b>	<b>Net Saving</b>	Rental income regeneration opportunities in the Podium.  Staff savings through redesign of operating models.
		<b>2017/18</b>	£100k	(£143k)	£-	(£43k)	<b>2017/18</b>	£34k	(£141k)	£-	(£107k)	
		<b>2018/19</b>	£241k	(£364k)	£-	(£123k)	<b>2018/19</b>	£186k	(£361k)	£-	(£175k)	
		<b>2019/20</b>	£935k	(£364k)	£67k	£638k	<b>2019/20</b>	£527k	(£361k)	£67k	£233k	
		<b>2020/21 onward</b>	£935k	(£364k)	£161k	£732k	<b>2020/21 onward</b>	£527k	(£361k)	£161k	£327k	
<b>Option 4</b> – integrate the One Stop Shop services into the Podium.	Capital cost = £3.580m <i>Funding sources</i> Provisionally approved Modern Libraries & Workplaces = £5.953m  All capital requirements <b>are met</b> by approved funding.		<b>Savings</b>	<b>Borrowing cost</b>	<b>Rent</b>	<b>Net Saving</b>		<b>Savings</b>	<b>Borrowing cost</b>	<b>Rent</b>	<b>Net Saving</b>	Staff savings through redesign of operating models.
		<b>2017/18</b>	£100k	(£54k)	£-	£46k	<b>2017/18</b>	£34k	(£52k)	£-	(£18k)	
		<b>2018/19</b>	£241k	(£137k)	£-	£104k	<b>2018/19</b>	£186k	(£134k)	£-	£52k	
		<b>2019/20</b>	£935k	(£137k)	£-	£798k	<b>2019/20</b>	£527k	(£134k)	£-	£393k	
		<b>2020/21 onward</b>	£935k	(£137k)	£-	£798k	<b>2020/21 onward</b>	£527k	(£134k)	£-	£393k	
<b>Option 5</b> – integrate Library and OSS into the Guildhall	Not assessed	Not assessed					Not assessed					Listed building with insufficient space, time and complexity to carry out structural or cosmetic changes prohibitive with the savings timeframe



## Financial Summary

Options 1, 2 and 5 fail to meet the Council's threshold in one or both of the financial outcomes test.

The option appraisal methodology has established option 4 as the best option although option 3 is potentially a good alternative.

## Recommendation & Options appraisal

For this project we have performed the tasks, and relied on the data sources, as set out in the Transmittal Letter. Our analysis has been further informed by discussions with Management and a financial analysis of the data, including sensitivity analysis. We have agreed the data to the source documentation and re-performed appropriate calculations feeding into our options analysis. The option appraisal methodology has been agreed with management and this established option 4 as the best financial option, with option 3 as an alternative that would be suitable with some slight modifications.

Options 1, 2 and 5 fail to meet the Council's threshold in one or both of the financial or outcomes test. Option 3 is outside capital provision but as this is based on estimated costs only at this stage and meets the 3 other thresholds, it should be considered. Therefore, only options 3 and 4 are being taken forward for further analysis and consultation.

Page 127

	Option 1 – do nothing	Option 2 – New	Option 3 – Lewis House	Option 4 - Podium	Option 5 - Guildhall
Delivery of financial benefits	NO	NO	YES	YES	NO
Delivery of service outcomes	NO	YES	YES	YES	NO
Delivery within timescales	YES	NO	YES	YES	NO
Delivery within capital provision	YES	NO	NO	YES	N/A

## Financial Summary- Bath only

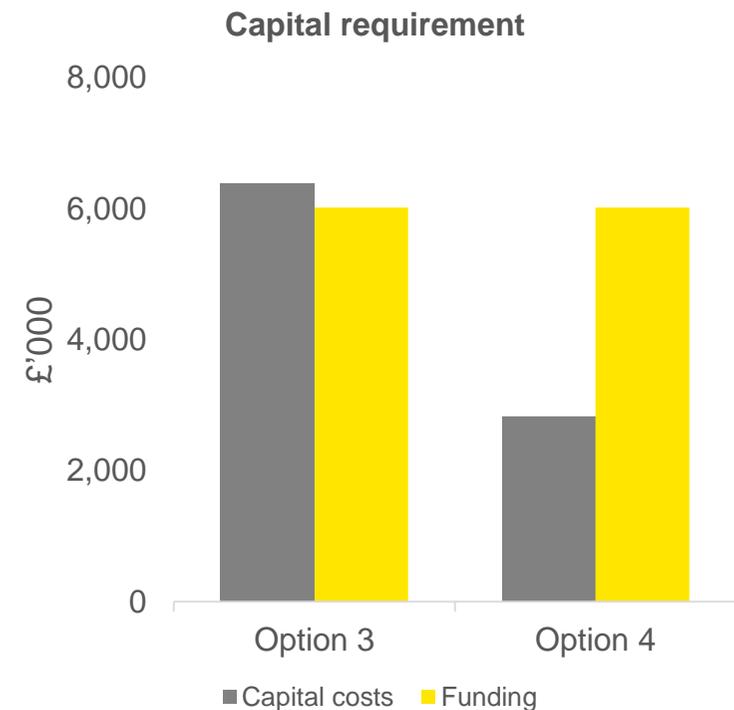
Option 3 has higher remodelling and refurbishment costs resulting in capital required in excess of approved/provisionally approved funding of £362k. Capital costs for option 4 are covered by available funding

### Capital budget comparison

Capital Summary	Option 3- Lewis House £'000	Option 4- Podium £'000
<b>Capital Cost</b>		
Remodelling and Refurb	(6,156)	(2,598)
Project Management Costs	(227)	(227)
<b>Total Capital Costs</b>	<b>(6,382)</b>	<b>(2,825)</b>
<b>Funding</b>		
Approved Funding	5,953	5,953
Other balances	67	-
<b>Total Funding</b>	<b>6,020</b>	<b>5,953</b>
<b>Capital Funding Gap</b>	<b>(362)</b>	<b>-</b>

This gap could potentially be bridged.

Capital costs are derived using standard rates.



Option 3 has higher remodelling and refurbishment costs resulting in capital required in excess of approved funding of £362,000.

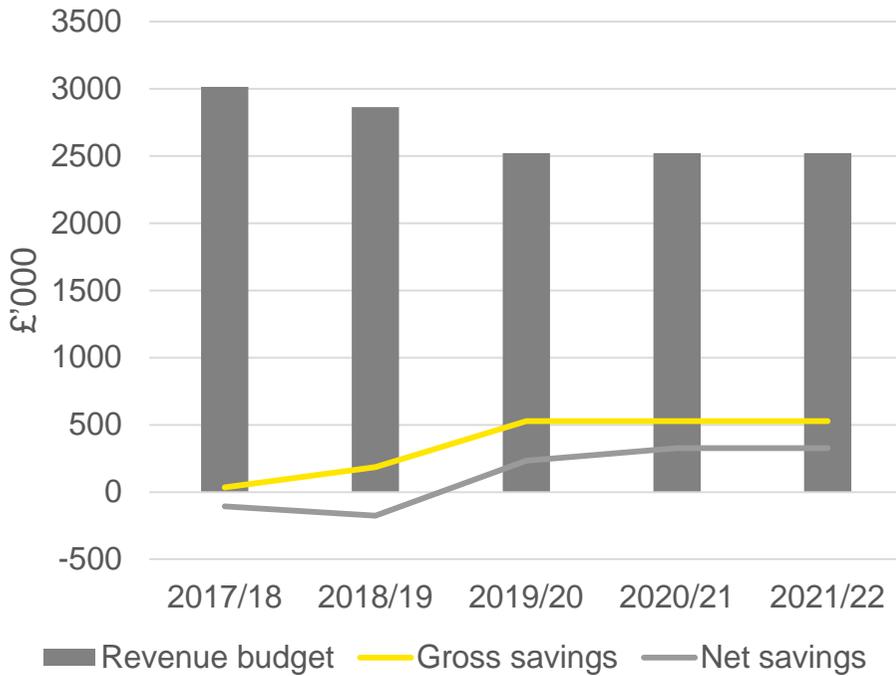


### Financial Summary- Bath only

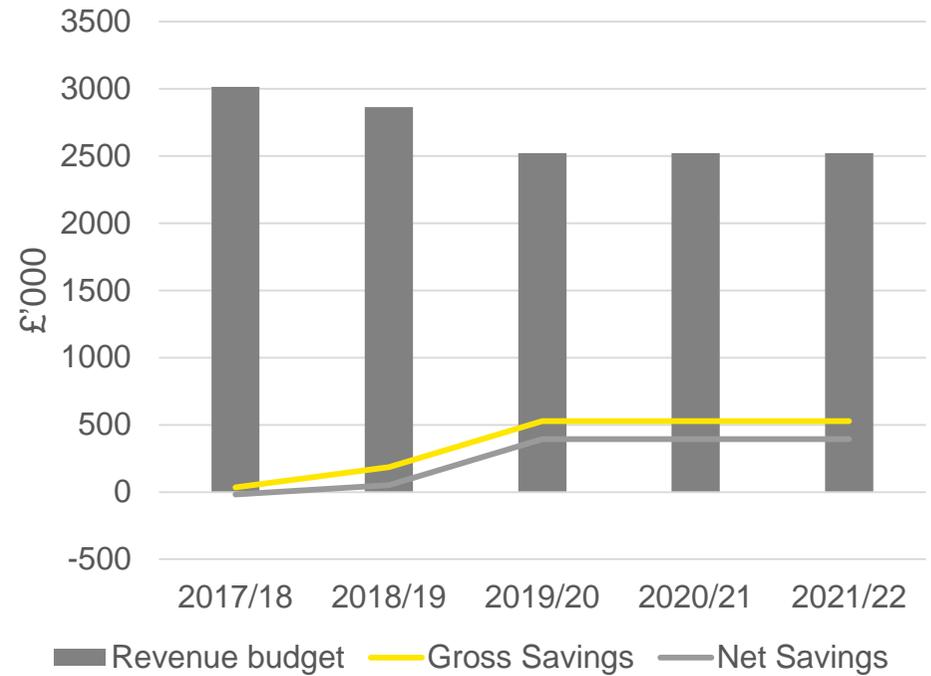
Option 4 achieves the revenue savings target. Option 3 could potentially achieve the target if more staff savings are made.

### Revenue budget comparison

Option 3 – Lewis House - revenue budget



Option 4 – Podium - revenue budget



Page 129

Both options result in gross cumulative savings of £527k per annum from 2019/20 onwards.

Option 3 generates net cumulative savings of £327k in 2020/21 as opposed to option 4 which generates £393k.

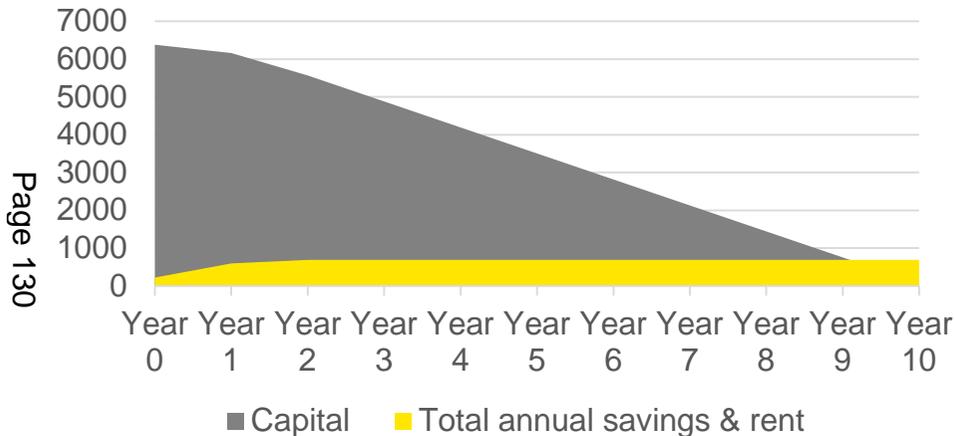


## Financial Summary- Bath only

Option 3 has a longer savings payback period than option 4 (9.1 years compared with 4.9 years) this is due to a higher capital requirement and financing costs.

### Savings payback period

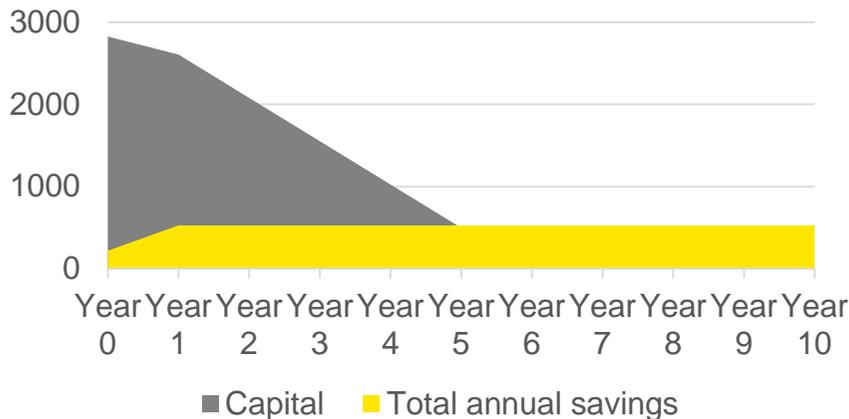
Option 3 – Lewis House – savings payback period



#### Assumptions/Observations:

- ▶ The simple payback period has been calculated from the date of practical completion of the works (2019/20:Year 1), and is before cost of capital and without discounting. Cost of capital is nevertheless allowed for in the reported net revenue savings and the IRR calculation;
- ▶ Option 3 total capital costs of £6.4m;
- ▶ Cumulative savings of £527k per annum are maintained from 2019/20;
- ▶ Commercial rental income of £161k per annum commences part way through 2019/20;
- ▶ Option 3 has a longer savings payback period than option 4 due to the higher capital requirement– albeit this is partially offset by the forecast rental income;
- ▶ Payback period of 9.1 years;
- ▶ Internal rate of return\* of 2% over an estimated 30 year savings period.

Option 4 - Podium – savings payback period



#### Assumptions/Observations:

- ▶ The simple payback period has been calculated from the date of practical completion of the works (2019/20:Year 1), and is before cost of capital and without discounting. Cost of capital is nevertheless allowed for in the reported net revenue savings and the IRR calculation;
- ▶ Option 4 total capital costs of £2.8m;
- ▶ Cumulative savings of £527k per annum are maintained from 2019/20;
- ▶ Option 4 savings payback period is 4.2 years sooner than option 3 due to the lower initial capital requirement;
- ▶ Payback period of 4.9 years;
- ▶ Internal rate of return\* of 11% over an estimated 30 year savings period.

\* Internal rate of return (IRR) is the interest rate at which the net present value of all the cash flows (both positive and negative) from a project or investment equal zero. If this exceeds the organisations required rate of return the Project is desirable.



### Financial Summary- Modern Libraries Programme

Option 3 has significantly higher capital costs due to the remodelling works required to Lewis House to accommodate the Library area and to the Podium to create commercial space. Option 3 results in capital required in excess of approved and provisionally approved funding of £412k

### Capital budget comparison

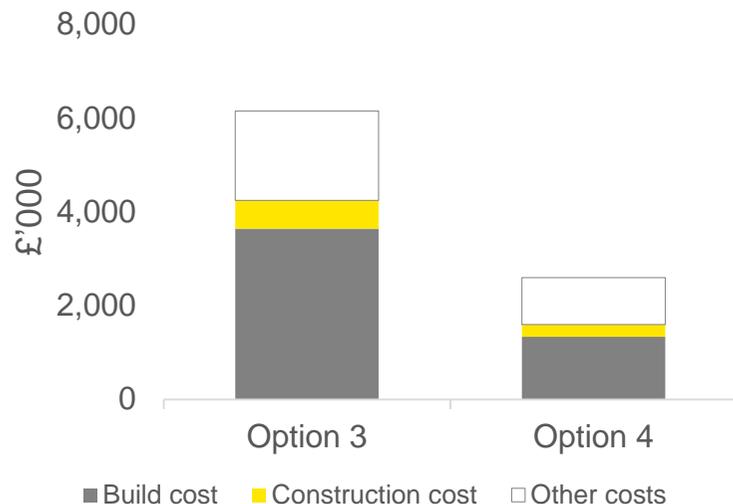
	Option 3- Lewis House £'000	Option 4- Podium £'000
Capital Costs	(7,138)	(3,580)
Total Funding	6,726	6,726
<b>Capital Funding Gap</b>	<b>(412)</b>	-
<b>Total Build Cost</b>	<b>(6,156)</b>	<b>(2,598)</b>
<b>Capital Requirement</b>	<b>(5,706)</b>	<b>(2,149)</b>

Page 131

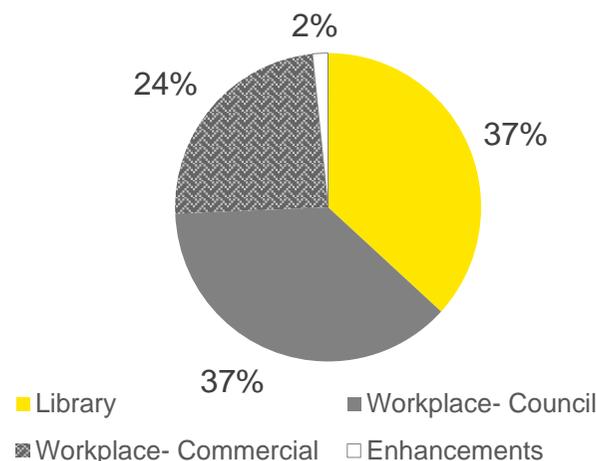
Option 3 has significantly higher capital costs as a result of higher build costs. This is due to the following:

- ▶ The extent of the work required to create staff and commercial office space in the Podium given the intensity of use;
- ▶ The scale of new furniture and equipment required to fit out Lewis House which is spatially very different to the Podium;
- ▶ The more complex staff and library decant requirements to allow works to progress;
- ▶ 61% (37% Council workplace & 24% Commercial workplace) of Option 3 build cost relates to workplace compared to 24% for option 4.

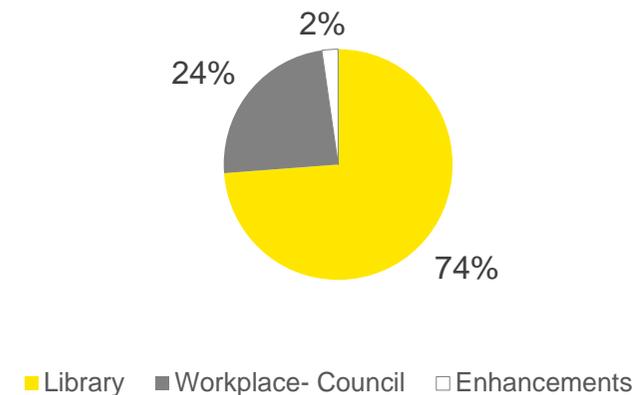
Build Cost Comparison



Option 3 – Lewis House - Build Costs



Option 4 – Podium - Build Costs



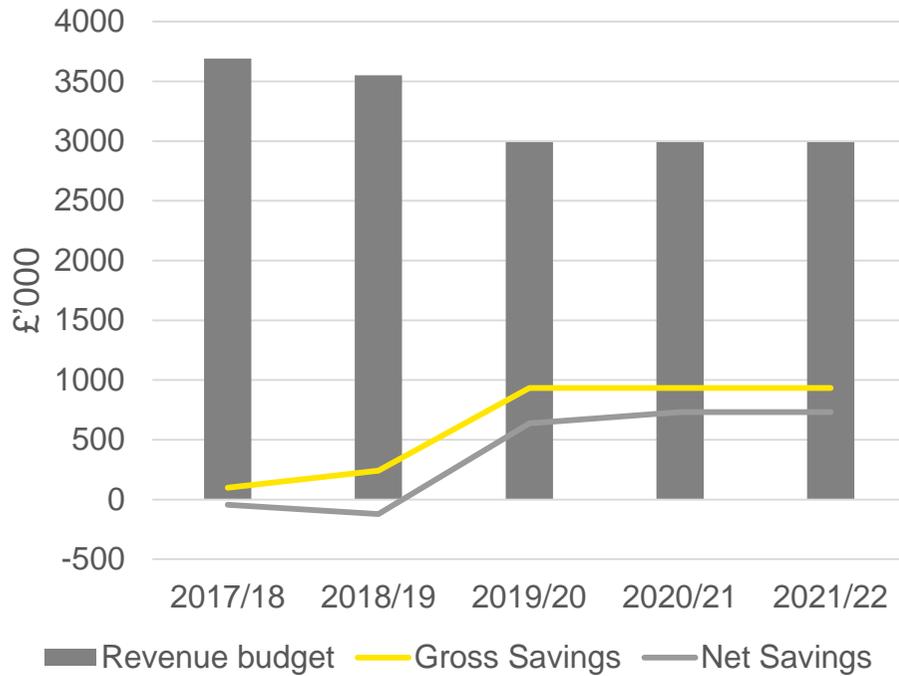


### Financial Summary- Modern Libraries Programme

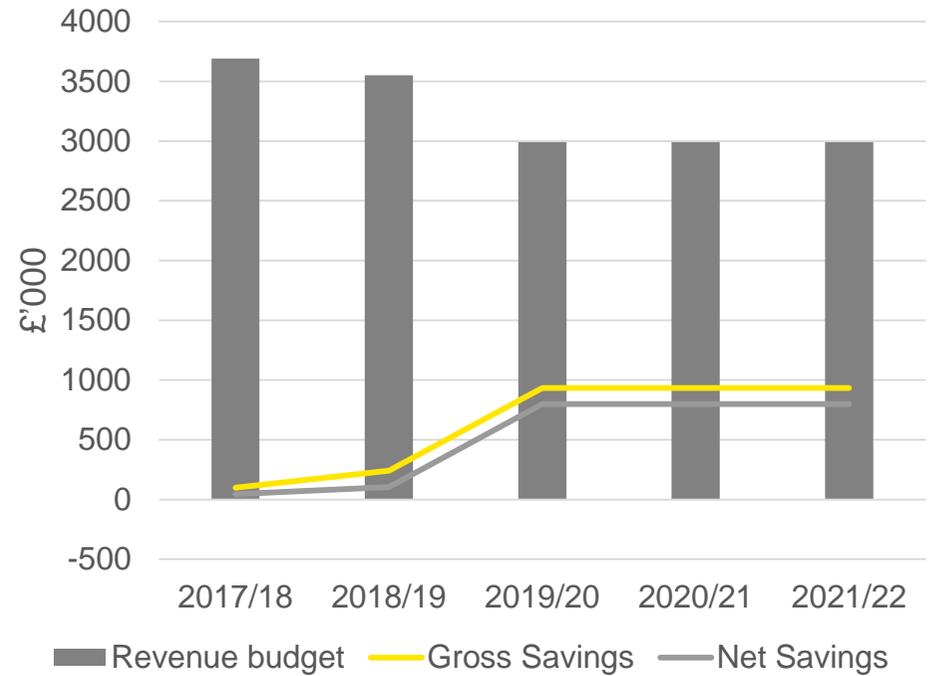
Option 4 achieves the revenue savings target. Option 3 could potentially achieve the target if more staff savings are made.

### Revenue budget comparison

Option 3 – Lewis House - revenue budget



Option 4 – Podium - revenue budget



Page 132

Both options result in gross cumulative savings of £935k from 2019/20 onwards.

Option 3 generates net cumulative savings of £732k in 2020/21 as opposed to option 4 which generates £798k.



### Financial Summary- Modern Libraries Programme

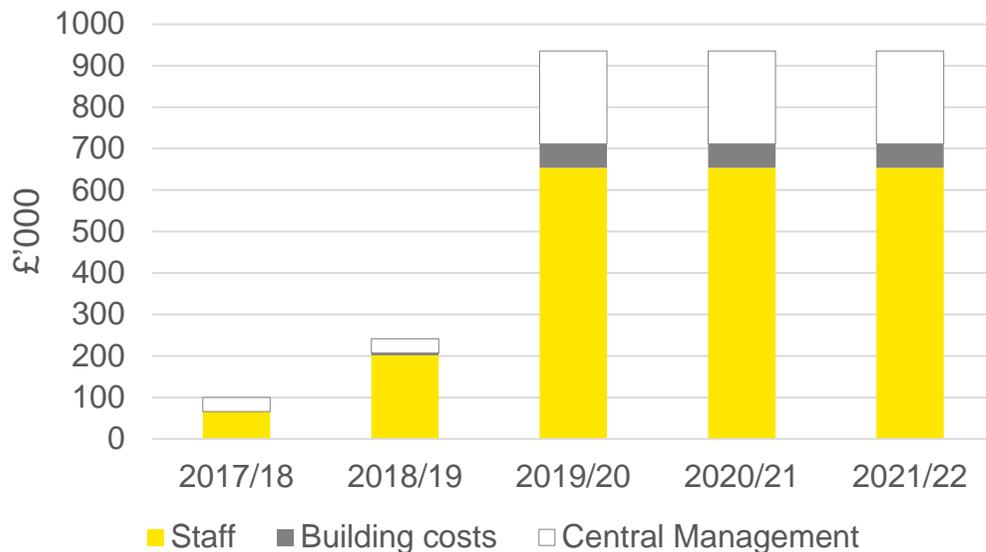
Cumulative annual savings total £935k and are made up of 70% staff costs, 24% central management costs and 6% building costs. Cumulative annual savings relate to both options 3 and 4 and cover all Libraries and Customer Services.

### Savings

	2017/18 £'000	2018/19 £'000	2019/20 £'000	2020/21 £'000	2020/21 £'000
Staff costs	66	202	654	654	654
Building costs	-	5	57	57	57
Central Management costs	34	34	224	224	224
<b>Total</b>	<b>100</b>	<b>241</b>	<b>935</b>	<b>935</b>	<b>935</b>

Page 133

Cumulative Annual Savings



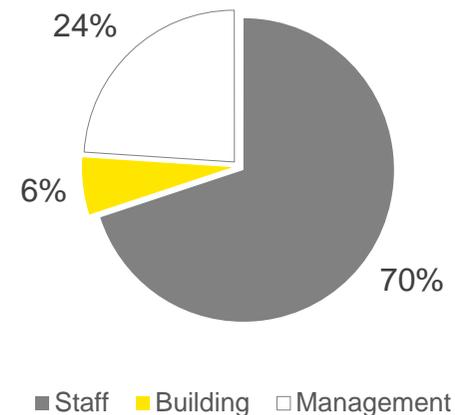
It is assumed that the savings achieved will be the same for both options 3 (Lewis House) and 4 (Podium) as both benefit from the same integrated working pattern.

No figure for mobile libraries included within savings as the new community approach could deliver additional savings which are not yet quantified.

No projections have been made beyond the initial programme. It is assumed that a static state will be maintained once the benefits of the programme have been realised. Longer term changes or developments have not been forecast.

In Keynsham, Library and OSS services now share the same space however the operation has not been fully integrated and as such savings have not been fully realised in this respect although some staff have been lost and not replaced.

Cumulative annual savings



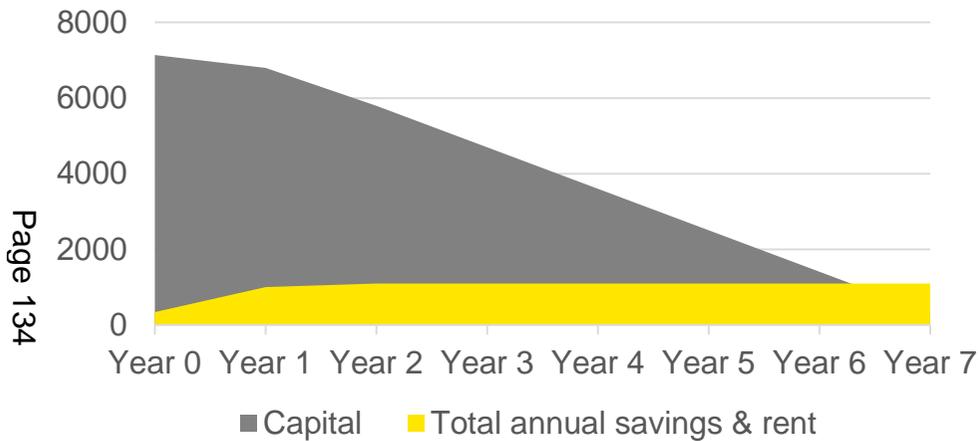


## Financial Summary- Modern Libraries Programme

Option 3 has a longer savings payback period than option 4 (6.3 years compared with 3.5 years) this is due to a higher capital requirement and financing costs.

### Savings payback period

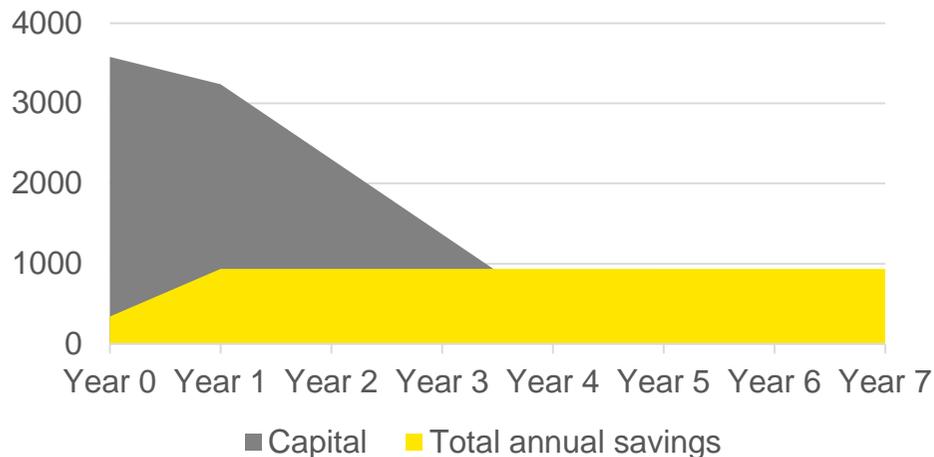
Option 3 – Lewis House – savings payback period



#### Assumptions/Observations:

- ▶ The simple payback period has been calculated from the date of practical completion of the works (2019/20:Year 1), and is before cost of capital and without discounting. Cost of capital is nevertheless allowed for in the reported net revenue savings and the IRR calculation;
- ▶ Option 3 total capital costs of £7.1m;
- ▶ Cumulative savings of £935k per annum are maintained from 2019/20;
- ▶ Commercial rental income of £161k per annum commences part way through 2019/20;
- ▶ Option 3 has a longer savings payback period than option 4 due to the higher capital requirement– albeit this is partially offset by the forecast rental income;
- ▶ Payback period of 6.3 years;
- ▶ Internal rate of return\* of 7% over an estimated 30 year savings period.

Option 4 - Podium – savings payback period



#### Assumptions/Observations:

- ▶ The simple payback period has been calculated from the date of practical completion of the works (2019/20:Year 1), and is before cost of capital and without discounting. Cost of capital is nevertheless allowed for in the reported net revenue savings and the IRR calculation;
- ▶ Option 4 total capital costs of £3.6m;
- ▶ Cumulative savings of £935k per annum are maintained from 2019/20;
- ▶ Option 4 savings payback period is 2.8 years sooner than option 3 due to the lower initial capital requirement;
- ▶ Payback period of 3.5 years;
- ▶ Internal rate of return\* of 16% over an estimated 30 year savings period.

\* Internal rate of return (IRR) is the interest rate at which the net present value of all the cash flows (both positive and negative) from a project or investment equal zero. If this exceeds the organisations required rate of return the Project is desirable.



## Appendices

### Disclaimer

This report was prepared on the instructions of Bath and North East Somerset Council solely for the purpose of evaluating the status of the Modern Libraries Programme and should not be relied upon for any other purpose.

In carrying out our work and preparing our report, we have worked solely on the instructions of Bath and North East Somerset Council and for its purposes only. In preparing our report we did not and could not take into account issues relevant to any third parties. Any use such third parties may choose to make of our report is entirely at their own risk and we shall have no responsibility whatsoever in relation to any such use.

to the fullest extent permitted by law, EY and any EY Firm accept no responsibility or liability to them, whether in contract, tort (including negligence) or otherwise in respect of any use they may make of the report or the information contained within it, which is entirely at their own risk, and shall not be liable to them in respect of any loss, damage or expense which is caused by their reliance upon the report or the information contained within it.



**EY LLP**  
The Paragon  
Counterslip  
Bristol  
Avon  
BS1 6BX  
Tel: 0117 981 2050  
Fax: 0117 981 2051  
[www.ey.com/uk](http://www.ey.com/uk)

Page 136  
Direct line: +44 (0)141 226 9095  
Email: [pmilne1@uk.ey.com](mailto:pmilne1@uk.ey.com)

## Reliance Restricted

Attn: Andrew Pate  
Workplaces 18/Modern Libraries Programme Manager  
Bath and North East Somerset Council  
Lewis House  
Manvers Street  
Bath, BA1 1JG

10 July 2017

Dear Sirs

### Modern Libraries Programme status review

In accordance with the terms and conditions set out in our Framework Agreement, dated July 2016, and our agreed scope of works, this report sets out our conclusions in relation to the review of the status of the Modern Libraries Programme .

#### Purpose of our report and restrictions on its use

This report was prepared on your instructions solely for the purpose of evaluating the status of the Modern Libraries Programme and should not be relied upon for any other purpose. We understand that our report will be used to support the Council's Cabinet consideration of the Modern Libraries Programme and that non confidential information in this report will be made available to the general public to read. We consent to this use.

In carrying out our work and preparing our report, we have worked solely on the instructions of Bath and North East Somerset Council and for its purposes only.

Our report may not have considered issues relevant to any third parties. Any use such third parties may choose to make of our report is entirely at their own risk and we shall have no responsibility whatsoever in relation to any such use.

#### Scope of our work

Our work in connection with this project is of a different nature to that of an audit. Our report to you is based on inquiries of, and discussions with Council personnel. During this project we have performed financial analysis to compare the options under review and have carried out the following work:

- ▶ Review of capital and revenue budgets and anticipated savings for options – the capital budget includes costs estimates provided by a Quantity Surveyor advising the Council
- ▶ Calculation of the payback period and IRR for the options in terms of initial capital investment and on-going savings
- ▶ Performed a sensitivity analysis of key assumptions



**EY LLP**  
The Paragon  
Counterslip  
Bristol  
Avon  
BS1 6BX  
Tel: 0117 981 2050  
Fax: 0117 981 2051  
[www.ey.com/uk](http://www.ey.com/uk)

Direct line: +44 (0)141 226 9095  
Email: [pmilne1@uk.ey.com](mailto:pmilne1@uk.ey.com)  
Page 137

*Continued*

We did not comment on the operational risks associated with the proposed options.

The information contained in this report has been based on the Modern Library Programme draft business case. During the course of our work, we have also reviewed budgets, estimates, savings and finance calculations prepared by Council officers for each of the options under consideration.

All the information we have received is the responsibility of the Council. We have not sought to establish the reliability of the information given to us except as specifically stated in this Report. As part of this work we have reviewed the estimates and inputs used and conclude that outputs provided appear reasonable.

If you would like to clarify any aspect of this review or discuss other related matters then please do not hesitate to contact us.

Yours faithfully

Philip Milne  
Partner  
Transaction Advisory Services  
Ernst & Young LLP

The UK firm Ernst & Young LLP is a limited liability partnership registered in England and Wales with registered number OC300001 and is a member firm of Ernst & Young Global Limited. A list of members' names is available for inspection at 1 More London Place, London SE1 2AF, the firm's principal place of business and registered office. Ernst & Young LLP is a multi-disciplinary practice and is authorised and regulated by the Institute of Chartered Accountants in England and Wales, the Solicitors Regulation Authority and other regulators. Further details can be found at <http://www.ey.com/UK/en/Home/Legal>.

**About EY**

EY is a global leader in assurance, tax, transaction and advisory services. The insights and quality services we deliver help build trust and confidence in the capital markets and in economies the world over. We develop outstanding leaders who team to deliver on our promises to all of our stakeholders. In so doing, we play a critical role in building a better working world for our people, for our clients and for our communities.

EY refers to the global organization, and may refer to one or more, of the member firms of Ernst & Young Global Limited, each of which is a separate legal entity. Ernst & Young Global Limited, a UK company limited by guarantee, does not provide services to clients. For more information about our organization, please visit [ey.com](http://ey.com).

Ernst & Young LLP is a client-serving member firm of Ernst & Young Global Limited operating in the US.

© 2016 Ernst & Young LLP.  
All Rights Reserved.

- Sympathetic design to support multi use offering a range of flexible spaces that enable a wide range of complementary experiences/activities to take place simultaneously without competition or conflict with each other.
- Promotes visibility by providing customers with a good view of all floors, a generous reception area (or landing area) with clear circulation routes.
- Neutral décor but with clearly defined areas using furniture/shelving for colour zoning or visible signage to maximise customer 'Way Finding'
- DDA assessed corporate colour palate for Libraries and One Stop Shops to be used where appropriate
- Quiet and busy zones to be appropriately positioned to maximise noise reduction to accommodate both quiet or privacy zones as well as vibrant activities
- Degree of separation between zones to ensure safe environments particularly for children and the more vulnerable
- DDA access and disability facilities appropriately located across the space (hearing loops etc.)
- Appropriate design to accommodate for quick self-service or mediated transactions and the more complex or confidential enquiries
- A smooth customer experience with a clear patron path that is easy to navigate and intuitive to customer use
- A simple furniture layout for ease of usability and navigation ensuring good display techniques – e.g. lighting and few visual obstructions – e.g. low shelving and furniture that is moveable, adaptable and flexible as well as suitable for all customer cohorts and variable usages

This page is intentionally left blank

**Summary of Site/Property Issues**

**The Podium Lease**

1. The Podium is occupied on a long lease. The permitted uses under the lease are Library and Offices.
2. The Landlord has the ability to end the lease if it wishes to redevelop the shopping centre and provided the required procedures are followed the Council is not able to prevent that termination. There are break clauses every 10 years within the lease; the next break clause date that could be exercised by the landlord is in January 2021 subject to procedures set out within the lease.
3. The Council is obliged to act reasonably and accept either compensation or alternative accommodation which is part of any redevelopment, the costs associated with the alternative accommodation would be met by the landlord.
4. If the landlord elects to break the lease in 2021 – and this has not been established - the Council could expect to receive an interim notice of the landlords intentions between January and December 2018 and a final notice from the landlord at any time between July 2019 and June 2010.
5. Both options 3 and 4 involve the investment in and continued use of the Podium.
6. We are seeking the views of the Landlord on the two proposed options, however formal consent to any works will be subject to the relevant procedures set out within the lease which cannot be implemented until designs have been progressed.
7. The level of investment within the Podium in option 3 (Library moves to Lewis House) is higher than other options as the space will be converted to offices for both Council staff and for letting to a third party.
8. The investment in option 4 (Library and OSS integrate within the Podium) is lower than option 4 as the space will remain largely open plan as a public space with lower building services requirements.

**Lewis House**

1. Lewis House is owned by the Council and currently occupied by the One Stop Shop, office staff and several partner organisations.
2. The Police will remain in Lewis House.
3. Both options 3 and 4 involve the investment in and continued use of Lewis House.
4. The level of investment in option 3 (Library moves to Lewis House) is higher as three floors will be converted for the new Library and OSS, involving the formation of a new external stair and internal reconfigurations associated with the change of use.
5. The level of investment in option 4 (OSS moves to the Podium) is lower, with upper floors remaining as office use requiring only limited works. Costs associated with the refurbishment of the ground floor will be dependent upon decisions as to utilisation.
6. A number of possible uses have been identified for the ground floor of Lewis House in option 4, some of which provide opportunities to release other buildings to the Commercial Estate to generate a capital receipt or rental income. These options will be evaluated further depending upon the decision made as to the location of the library and OSS.

## **Planning**

1. The Podium designation is a Library so any change of use to offices (under option 3) would require planning permission.
2. Similarly under option 3, planning permission would be required to change part of Lewis House to a library.
3. Option 4 will also require a change of use application as the library and OSS within the Podium will constitute a mixed use. In addition, any material external changes to either of the buildings under either option will also need planning permission.
4. Although the design process has not yet started, discussions are ongoing with the planners to ensure their requirements are included in any scheme.

## **Asset of Community Value**

1. The Council has received and approved an application to designate the Podium (the current library) as an asset of community value.
2. This means that an owner of an asset listed in this way must not dispose of the asset without first notifying the Local Authority (which holds the register) and entering into a moratorium period where the Community Group that applied for the designation have an opportunity to express an interest in becoming a bidder for the asset.
3. The Council does not own the Podium and, under both options 3 and 4, it has no intention of surrendering its leasehold interest (which could potentially be considered a disposal) so there should be no impact on the programme to deliver either option outside of any planning considerations.
4. Whether the Podium contains the combined Library/OSS (option 4) or Offices (option 3) at the time any redevelopment plans may be put forward by the landlord, there will be the same delay in the required relocation process (potentially up to 6 months) to allow the provisions of the community right to bid process to complete.

## **Other Properties**

1. The implementation of option 4 (OSS moves to the Podium) creates an opportunity to relocate staff from other buildings in the area into Lewis House, releasing those buildings for disposal, either by rental or sale.
2. Whilst this could realise a level of funding to offset the cost of the programme (either capital receipt or rental income), a separate programme of works to make those properties fit for market would be required.
3. Any additional income has therefore been excluded from this business case until these opportunities can be fully assessed.

## Equality Impact Assessment / Equality Analysis

<b>Title of service or policy</b>	Modern libraries July Cabinet Report & Options for Bath Business Case
<b>Name of directorate and service</b>	Resources, Customer Services
<b>Name and role of officers completing the EIA</b>	Tracey Long
<b>Date of assessment</b>	June 2017

Equality Impact Assessment (or ‘Equality Analysis’) is a process of systematically analysing a new or existing policy or service to identify what impact or likely impact it will have on different groups within the community. The main aim is to identify any discriminatory or negative consequences for a particular group or sector of the community, and also to identify areas where equality can be better promoted. Equality impact Assessments (EIAs) can be carried out in relation to service delivery as well as employment policies and strategies.

This toolkit has been developed to use as a framework when carrying out an Equality Impact Assessment (EIA) or Equality Analysis on a policy, service or function. It is intended that this is used as a working document throughout the process, with a final version (including the action plan section) being published on the Council’s and NHS Bath and North East Somerset’s websites.

<b>1.</b>	<b>Identify the aims of the policy or service and how it is implemented.</b>	
	<b>Key questions</b>	<b>Answers / Notes</b>
Page 144	<p><b>1.1</b> Briefly describe purpose of the service/policy e.g</p> <ul style="list-style-type: none"> <li>● How the service/policy is delivered and by whom</li> <li>● If responsibility for its implementation is shared with other departments or organisations</li> <li>● Intended outcomes</li> </ul>	<p>Like all local authorities, Bath &amp; North East Somerset Council (B&amp;NES) is working in an extremely challenging financial climate. It needs to cut £37 million from its budget over the next three years, which means difficult decisions need to be made about the services we provide; and what we can reasonably ask local Council Tax payers to fund - many of whom are also feeling financial pressure themselves.</p> <p>The Council is committed to protecting frontline services, particularly for the most vulnerable, and is therefore looking for other areas where imaginative thinking can help to make savings while continuing to meet the needs of customers.</p> <p>Our library service is an area where there’s opportunity to both save money and invigorate the service to meet modern-day customer lifestyles and preferences. We know that people feel passionately about their libraries. As do we.</p> <p>That’s why we’re committed to investing in and maintaining our libraries, unlike other Councils that have either closed or are currently threatening closure of their libraries. One way of securing a sustainable future for our libraries is to integrate our library services with the Council’s One Stop Shop services, including those provided by our partners and the voluntary sector, into one customer-focused service.</p> <p>This is in line with national best practice and could save us up to £800,000 a year.</p>
	<p><b>1.2</b> Provide brief details of the scope of the policy or service being reviewed, for example:</p> <ul style="list-style-type: none"> <li>● Is it a new service/policy</li> </ul>	<p>As part of a wider three-year programme of modernisation and efficiency savings, the service has developed a draft business case report including a financial and business appraisal of the options; a review of local needs and public consultation on design to set out viable options for the next stage of consultation for integrating the existing Library and One Stop Shop Services in one location in Bath.</p>

	<p>or review of an existing one?</p> <ul style="list-style-type: none"> <li>• Is it a national requirement?).</li> <li>• How much room for review is there?</li> </ul>	
<b>1.3</b>	Do the aims of this policy link to or conflict with any other policies of the Council?	The report and the Options for Bath business case, aligns corporate priorities, our directorate plan priorities and the key outcomes set out in the Libraries Deliver: Ambition for Public Libraries in England 2016 – 2021, as well as taking account of local needs.

## 2. Consideration of available data, research and information

Monitoring data and other information should be used to help you analyse whether you are delivering a fair and equal service. Please consider the availability of the following as potential sources:

Page 145

- **Demographic** data and other statistics, including census findings
- Recent **research** findings (local and national)
- Results from **consultation or engagement** you have undertaken
- Service user **monitoring data** (including ethnicity, gender, disability, religion/belief, sexual orientation and age)
- Information from **relevant groups** or agencies, for example trade unions and voluntary/community organisations
- Analysis of records of enquiries about your service, or **complaints** or **compliments** about them
- Recommendations of **external inspections** or audit reports

	<b>Key questions</b>	<b>Data, research and information that you can refer to</b>
<b>2.1</b>	What is the equalities profile of the team delivering the service/policy?	The team is diverse in terms of age, gender, disability status and ethnicity. The majority of staff are white British female.
<b>2.2</b>	What equalities training have staff received?	Customer Service is committed to staff development and it encourages staff to identify new skills that are required and to be proactive in their acquisition. The Service provides training and guidance to new and existing staff to ensure they understand their responsibilities and have opportunities to participate in improving social inclusion. All staff are expected to attend in-house Equalities training – specifically Equal Access – and Mental Health

Awareness training.  
We try to ensure that managers and staff refresh this knowledge at least every 3 years.

- The majority of residents do not use BANES public libraries.
- A higher proportion of women use BANES public libraries than men.
- 75+ year olds are the least likely to use BANES public libraries.
- Residents from the least deprived areas are the most likely to use BANES public libraries, and those from the most deprived areas the least likely.
- The vast majority of users of BANES public libraries are satisfied with the library service.
- A higher proportion of women than men are satisfied with the library service.
- Residents aged 35-54 years are the most likely to be satisfied with the library service, and 55-74 year olds, the least likely.
- Residents from the most deprived areas are the least likely to be satisfied with the library service.
  
- 22.7% of registered users are from the least deprived areas in B&NES, compared to 18.1% from the most deprived. This slope is most notable in Bath library users.
- In particular, under 18s from the least deprived areas are twice as likely to be using the service as those from the most deprived
- Overall, we have a relatively young population of library users with 47% being under 30 and 70% of those under 20.
- Use is also high among the older demographic (60+)
- Bath library (BNBL) has the greatest number of users at just under 10,000, making up 55% of all registered users across B&NES.
- 60% of library users are female, and this split is fairly even across libraries in B&NES.
- 82% of libraries users where ethnicity is known, are White British.
- Only 2.4% of library users have a declared disability. Among those, physical disability followed by visual and learning were the most prevalent. We believe data quality is a key issue here
- We know the religion of less than 0.1% of our library users.
  
- High prevalence of;
  - Women and girls
  - Young people, families and children
  - Older people
  - Less deprived people
  - More socially engaged
  
- Low prevalence of;
  - More deprived (especially under 18s)
  - Possibly disabled
  - These are likely to be key One Stop Shop users

2.3

What is the equalities profile of service users?

Page 146

**2.4** What other data do you have in terms of service users or staff? (e.g results of customer satisfaction surveys, consultation findings). Are there any gaps?

### Voicebox 2015 library use questions

There were 1,067 respondents, a response rate of 29% (sample was 3,650).

- More women than men responded to the Voicebox Survey.
- 55-74 year olds were overrepresented in the Voicebox responses, amounting to almost half of respondents.
- 18-34 year olds were underrepresented in the Voicebox responses.
- Residents from the most deprived areas (quintile 5) were underrepresented in the Voicebox responses.

<b>Makeup of respondents</b>		
<b>Gender</b>		
	<b>Respondents</b>	<b>%</b>
<b>Female</b>	556	56
<b>Male</b>	443	44
<b>Age</b>		
	<b>Respondents</b>	<b>%</b>
<b>18-34</b>	71	8%
<b>35-54</b>	255	27%
<b>55-74</b>	427	45%
<b>75+</b>	189	20%
<b>Deprivation -1 to 5 least to most deprived (2015 IMD)</b>		
	<b>Respondents</b>	<b>%</b>
<b>1</b>	227	22
<b>2</b>	217	22
<b>3</b>	195	19
<b>4</b>	210	21
<b>5</b>	159	16

### Use of public libraries in B&NES

- 38% of respondents said that they used public libraries in Bath and North East Somerset.
- **Gender** - A higher proportion of women (43%) than men (34%) said they used public libraries in

		<p>B&amp;NES.</p> <ul style="list-style-type: none"> <li>• <b>Age</b> - The results indicate that people aged 35-54 years (43%) are the most likely to have used public libraries in B&amp;NES, and 75 + year olds (32%), the least likely.</li> <li>• <b>Deprivation</b> - Results indicate that people from the least deprived areas (50%) are the most likely to have used public libraries in B&amp;NES, and those from the most deprived areas (31%), the least likely.</li> </ul> <p><b>Satisfaction with the library service</b></p> <ul style="list-style-type: none"> <li>• Of the respondents that said they use a public library in B&amp;NES (407), 87% said that they were very or fairly satisfied with the library service.</li> <li>• <b>Gender</b> - A higher proportion of women (89%) than men (86%) said they were satisfied (very or fairly) with the library service.</li> <li>• <b>Age</b> - The vast majority of respondents from all age groups that said they use a public library in B&amp;NES said that they were satisfied (very or fairly) with the library service. However, the results indicate that people aged 35-54 years (91%) are the most likely to be satisfied (very or fairly) with the library service, and 55-74 year olds (83%), the least likely.</li> <li>• <b>Deprivation</b> - The results indicate that of those that use public libraries in B&amp;NES, people from the most deprived areas are the least likely to be satisfied (very or fairly) with the library service, as 70% said that they were satisfied (very or fairly) compared with 86% + of people from all other areas.</li> </ul> <p><a href="#">Click here to see further analysis of the results of the Public Libraries questions in the 2015 Voicebox Resident Survey</a></p>
2.5	<p>What engagement or consultation has been undertaken as part of this EIA and with whom? What were the results?</p>	<ul style="list-style-type: none"> <li>• Autumn Community Forums x 5</li> <li>• Informal &amp; Formal Cabinet meeting</li> <li>• Scrutiny panels</li> <li>• Council Senior Management meetings</li> <li>• Benchmarking against other local authority modernisation programmes &amp; consultation processes</li> <li>• Visits to other local authorities considered best practice organisations</li> </ul> <p>A consultation on the integrated services was undertaken 06-28 February 2017 in Midsomer Norton and 01 February until 17 March 2017 in Bath. A questionnaire was designed to seek the views of both library &amp; One Stop Shop users and non-users. These were available on the Council's website and in paper form (advertised by large display units) in both the Library and One Stop Shop in Bath and Midsomer Norton. Large print format was available on request</p> <p>From all of the feedback we've had, we've learned that people feel passionately about their existing library services, and value the face-to-face service they receive from their One Stop Shops. It is evident from discussions at the Bath City Forum, other public meetings and in the media that the Podium is a valued space, but the need to think differently about the provision of our library and One Stop Shop services to save</p>

money is increasingly being understood.

The overriding message from the correspondence and feedback is that the best model and location for an integrated service is based in a central location. However, the location of Bath Central Library remains a key issue and required further detailed analysis.

There were 560 responses to the questionnaire in Bath and 69 in Midsomer Norton. However in Bath there was a notable slope of inequality in respondents with the majority from the least deprived areas

The results for both libraries are remarkably similar with people telling us they value increased emphasis on young families, events, a wide selection of books, and new technology. There is also a desire for Council customer services and other partners:

A wide selection of books on shelves to browse and borrow is considered a priority for the majority of respondents, as is the availability of the latest best sellers, and the ability to check quickly if a book/resource is available. Most people thought easy-to-access shelves, adequate space between shelves and better signage were also important.

- 80% of people in Bath and 94% in Midsomer Norton agreed that it was important to provide a separate and safe area for children and families with a wide selection of children's books and materials.
- Over 70% of people in Bath rated visitors and talks specifically tailored to a young audience, as well as supporting facilities, as important.
- Around 90% of people wanted knowledgeable staff to be on hand to help, and also tables to work at. We recognise the importance of having a quiet area and staff to assist
- There was desire for access to a wider range of services e.g. 25% of all respondents in Bath and 47% in Midsomer Norton wanted to be able to apply for a bus pass. A third of people in Midsomer Norton wanted the convenience of being able to report pot holes.
- The majority of people recognised the importance of improving technology and photocopiers whilst continuing to provide PC's and improved free high speed WiFi.

**2.6** If you are planning to undertake any consultation in the future regarding this service or policy, how will you include equalities considerations within this?

A further consultation period of 3 months will be conducted in August, September and October this year to understand the community's preference for a Bath location.

This will again be available to current users and the general public but, using market research best practice and protocols, we will ensure we target the whole community including specialist interest groups, non-users, children, young people & families and disability groups. This is important to address the previous inequality in respondents and to ensure we are inclusive.

### 3. Assessment of impact: 'Equality analysis'

Based upon any data you have considered, or the results of consultation or research, use the spaces below to demonstrate you have analysed how the service or policy:

- Meets any particular needs of equalities groups or helps promote equality in some way.
- Could have a negative or adverse impact for any of the equalities groups

	<b>General questions relating to the profile of respondents compared with community profile, and the consultation process</b>	<b>Examples of what the service will do to promote/ enhance equality</b>	<b>Examples of actual or potential negative or adverse impact and what steps have been or could be taken to address this</b>									
Page 150	<p><b>Gender</b> – identify the impact/potential impact of the policy on women and men. (Are there any issues regarding pregnancy and maternity?)</p>	<p>Makeup of Bath Total population = 94,166</p> <table border="1"> <thead> <tr> <th>Gender</th> <th>Population</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>47,680</td> <td>51%</td> </tr> <tr> <td>Male</td> <td>46,486</td> <td>49%</td> </tr> </tbody> </table> <p>60% of library users are female, and this split is fairly even across libraries in B&amp;NES.</p> <p>The service will actively promote the general survey to all genders and link to all existing user email addresses provided if possible.</p> <p>The service will use all opportunities to reach pregnancy/maternity cohort working with children's centres with their new strategic reach to inform &amp; engage as well as targeted promotion during the national Bookstart programme which is also promoted by Registrars and Health Visitors from birth</p>	Gender	Population	%	Female	47,680	51%	Male	46,486	49%	<p>We did not capture gender in the last consultation but we know that more women than men responded to the Voicebox Survey.</p> <p>The service will ensure that current non-users and all genders are actively invited to participate in the research to mitigate misrepresentation in future consultation, in line with market research best practice and protocols.</p>
Gender	Population	%										
Female	47,680	51%										
Male	46,486	49%										

Page 151	<p><b>3.2 Disability</b> - identify the impact/potential impact of the policy on disabled people (ensure consideration of a range of impairments including both physical and mental impairments)</p>	<p>According to the 2011 census 13,552 people in Bath consider themselves to have a disability or long-term condition that limits their day-to-day activities a little or a lot. This is 16% of the Bath population, the same as the B&amp;NES average, but slightly lower than the England average (18%).</p> <p>We were unable to identify if previous respondents were disabled but will add a voluntary response to the next consultation to ensure we are representative of the community but will also engage the authority's <a href="#">Independent Equalities Advisory Group</a> – who meet regularly to give feedback on service development issues/proposals etc.</p> <p>And in addition we will ensure we communicate the consultation to disability groups such as; Action on Hearing Loss B&amp;NES Disabled Children's Tea; Children's Learning Disability Service Bath Learning Disability Service DeafPlus VisionPlus Bath</p>	<p>Only 2.4% of library users have a declared disability. Among those, physical disability followed by visual and learning were the most prevalent. We believe this data may not be fully representative of this cohort so we will ensure that by targeting specialist groups using any tailored material or resources we would hope we can address this.</p> <p>May be concern from some disability groups to ask questions or support from staff</p> <ul style="list-style-type: none"> <li>• We have a zero tolerance of prejudice towards disabled people</li> </ul> <p>Respondents may be unwilling or unsure why it is needed for such a consultation to volunteer disability information</p> <ul style="list-style-type: none"> <li>• Clear statement will be given as to why we are collecting the data</li> </ul>																		
	<p><b>3.3 Age</b> – identify the impact/potential impact of the policy on different age groups</p>	<p>An Older, less deprived demographic responded to the previous consultation in Bath. Only 14% of respondents were aged under 35. Almost half were aged over 55.</p> <p>There were 560 respondents</p> <table border="1" data-bbox="719 1082 1144 1281"> <thead> <tr> <th>Age Band</th> <th>Respondents</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>5-15</td> <td>11</td> <td>2%</td> </tr> <tr> <td>16-24</td> <td>8</td> <td>1%</td> </tr> <tr> <td>25-34</td> <td>60</td> <td>11%</td> </tr> <tr> <td>35-54</td> <td>226</td> <td>40%</td> </tr> <tr> <td>55+</td> <td>255</td> <td>46%</td> </tr> </tbody> </table> <p>Bath has a significantly high proportion of residents aged 20-29 (24%), this can be partly attributed to the high student population.</p>	Age Band	Respondents	%	5-15	11	2%	16-24	8	1%	25-34	60	11%	35-54	226	40%	55+	255	46%	<p>Older people may have difficulty completing the consultation</p> <ul style="list-style-type: none"> <li>• Mediated support will be available to assist with those less familiar with IT if using the online form</li> <li>• Paper copies and large print will also be made available</li> </ul> <p>Children and Young people</p> <ul style="list-style-type: none"> <li>• Staff have an enhanced awareness of safeguarding issues</li> </ul>
Age Band	Respondents	%																			
5-15	11	2%																			
16-24	8	1%																			
25-34	60	11%																			
35-54	226	40%																			
55+	255	46%																			

		Given known library user demographics, key missing consultation audience is young people. Future consultation we will ensure that we target children & young adults. We will use existing and forthcoming summer events to encourage participation. Maximising all media.	
3.4	<b>Race</b> - identify the impact/potential impact on different black and minority ethnic groups	<p>According to the 2011 Census there are 7,417 black and minority ethnic (BME) people living in Bath, 8% of the Bath population. This is higher than the B&amp;NES average (5%), but lower than the England average (14%).</p> <p>82% of libraries users where ethnicity is known, are White British.</p> <p>We were unable to identify different black and minority ethnic groups from previous respondents but will add a voluntary response to the next consultation to ensure we are representative of the community</p>	<p>May be concern from some groups to ask questions or support from staff</p> <ul style="list-style-type: none"> <li>We have a zero tolerance of prejudice towards black and minority ethnic groups</li> </ul> <p>Respondents may be unwilling or unsure why it is needed for such a consultation to volunteer Race information</p> <ul style="list-style-type: none"> <li>Clear statement will be given as to why we are collecting the data</li> </ul>
3.5	<b>Religion/belief</b> - identify the impact/potential impact on people of different religious/faith groups and also upon those with no religion	<p>We were unable to identify religious/faith groups status of previous respondents but will add a voluntary response to the next consultation to ensure we are representative of the community</p> <p>We know the religion of less than 0.1% of our library users.</p>	<p>May be concern from some groups to ask questions or support from staff</p> <ul style="list-style-type: none"> <li>We have a zero tolerance of prejudice towards people of different religious/faith groups &amp; also upon those with no religion</li> </ul> <p>Respondents may be unwilling or unsure why it is needed for such a consultation to volunteer Religion/belief information</p> <ul style="list-style-type: none"> <li>Clear statement will be given as to why we are collecting the data</li> </ul>
3.6	<b>Socio-economically disadvantaged</b> – identify the impact on people who are disadvantaged due to factors like family background, educational attainment,	<p>According to the 2011 Census 10,510 people in Bath aged 16 + have no qualifications, 14% of the Bath population. This is lower than the B&amp;NES (17%) and England averages (23%).</p> <p>28,622 people aged 16 + in Bath have a qualification</p>	<p>It is the service priority to promote reading &amp; improved literacy as well as employability therefore this cohort is critical to engage and understand their needs to ensure future usage.</p> <p>The Service will ask its partner agencies such as</p>

	neighbourhood, employment status can influence life chances	<p>of Level 4 (equivalent to an undergraduate degree) or above, 38% of the Bath population. This is a higher proportion than the B&amp;NES (33%) and England (27%) averages.</p> <p>55% of respondents were from the 2 least deprived quintiles in B&amp;NES so for future consultation we will specifically engage with the socio-economically disadvantaged using market research best practice and protocols for representational reach to ensure we are representative of the community</p>	CAB and Age UK to support and encourage participation
3.7	<p><b>Sexual orientation</b></p> <p>- identify the impact/potential impact of the policy on Transgender, lesbians, gay men, bisexual and heterosexual people</p>	We were unable to identify gender identity status of previous respondents but will add a voluntary response to the next consultation to ensure we are representative of the community	<p>May be concern from some groups to ask questions or support from staff</p> <ul style="list-style-type: none"> <li>We have a zero tolerance of prejudice towards transgender people</li> </ul> <p>Respondents may be unwilling or unsure why it is needed for such a consultation to volunteer Religion/belief information</p> <ul style="list-style-type: none"> <li>Clear statement will be given as to why we are collecting the data</li> </ul>
3.8	<p><b>Marriage and civil partnership</b></p> <p>- does the policy/strategy treat married and civil partnered people equally</p>	We were unable to identify marriage status of previous respondents but will add a voluntary response to the next consultation to ensure we are representative of the community	<p>Respondents may be unwilling or unsure why it is needed for such a consultation to volunteer marital status information</p> <ul style="list-style-type: none"> <li>Clear statement will be given as to why we are collecting the data</li> </ul>

There is no requirement within the public sector duty of the Equality Act to consider groups who may be disadvantaged due to socio economic status, or because of living in a rural area. However, these are significant issues within B&NES and have therefore been included here.

## 4. Bath and North East Somerset Council & NHS B&NES

## Equality Impact Assessment Improvement Plan

Please list actions that you plan to take as a result of this assessment/analysis. These actions should be based upon the analysis of data and engagement, any gaps in the data you have identified, and any steps you will be taking to address any negative impacts or remove barriers. The actions need to be built into your service planning framework. Actions/targets should be measurable, achievable, realistic and time framed.

Issues identified	Actions required	Progress milestones	Officer responsible	By when
Previous consultation was underrepresented by several cohort groups	<ol style="list-style-type: none"> <li>1. Target relevant cohorts using market research best practice &amp; protocols for representational reach to ensure we are representative of the community</li> <li>2. Ensure a wide range of accessible formats for the consultation</li> </ol>	Engage any existing specialist groups and forums to ensure maximum penetration of relevant cohort groups	Service & Corporate communications	End July 2017
There may have been limited awareness of the previous consultation	<ol style="list-style-type: none"> <li>1. Ensure public awareness of consultation using a range of methods including social media</li> </ol>	Notification before the start and during consultation using all mediums	Service & Corporate communications	End July 2017
The previous consultation may have been unclear as to the purpose	<ol style="list-style-type: none"> <li>1. Ensure public aware of the purpose, timescales and how the outcomes of the consultation will be communicated with next steps</li> </ol>	Develop materials in plain English in assessable formats	Service & Corporate communications	End July 2017

## 5. Sign off and publishing

Once you have completed this form, it needs to be 'approved' by your Divisional Director or their nominated officer. Following this sign off, send a copy to the Equalities Team ([equality@bathnes.gov.uk](mailto:equality@bathnes.gov.uk)), who will publish it on the Council's and/or NHS B&NES' website. Keep a copy for your own records.

**Signed off by:** Ian Savigar  
**Date:** 14/6/17

(Divisional Director)

## Modern Libraries Programme

### Options for Bath - Consultation approach

#### **Overview**

We know that local people feel passionately about the location of the Library and One Stop Shop in Bath. The Council does not have a preference which location is chosen as both have the capacity to deliver a full combined Library and One Stop Shop service

The engagement with local people is in two parts.

- The first part is a survey on the future location to determine, from the two viable options of Podium or Lewis House (Manvers street), which is the public's preferred choice. The survey and supporting material is attached.
- Secondly, once the choice and final decision is made following the outcome of the consultation, to have discussions with community representatives to help shape the design to deliver a combined and modernised One Stop Shop and Library service - all under one roof.

#### **Our aim**

Our aim from the consultation is for as many people as possible to have the opportunity to take part in a survey on the future location of the combined service in the City.

We want as wide a cross section of the community as possible to read all of the supporting materials, including the comparison of both options. This is an opportunity for everybody to get involved - from current Library and One Stop Shop users to non-users and potential users, adults to younger people, from young mums to grandparents, from those living and working in the inner city to those living across the whole of North East Somerset. If you feel that you want to have a say in the location of the central Bath library and One Stop Shop we want to hear from you.

#### **The outcome**

We would like there to be a fair, balanced and informed debate, so that local people can make a choice. If local people are interested in discussions around the design of the layout later in the year – this is the opportunity to put themselves forward.

#### **How will this be achieved?**

The survey on the potential future location of the combined service in Bath will be launched on July 20<sup>th</sup> (subject to agreement from Cabinet on the 19<sup>th</sup>) and run for a total of eight weeks until closing on September 15<sup>th</sup>.

Copies of the survey together with fair and balanced supporting materials will be available:

- On line on the Council's website

- In paper and available to pick up at any one stop shop or Library across the whole of Bath & North East Somerset area.
- Printed in a copy of the Chronicle on Thursday 27<sup>th</sup> July 2017 (or potentially 20<sup>th</sup> July).

Completed paper copies including completed surveys from the Chronicle can be dropped back to any library or One Stop Shop or alternatively posted directly to us at Bath's Library Location Survey, 19-23 the Podium, Bath, BA1 5AN.

To encourage as many people to take part in the survey and to read all of the materials to make an informed choice we will also be:

- Asking all schools to write to all parents signposting families to the website and highlighting the availability of paper copies
- Promoting it on the Council website, in press statements and on social media
- Asking community groups to highlight the survey to their members
- Meeting with specialist equality groups and asking for their help in encouraging their members to take part
- Engaging with hard to reach groups and current non-users of the services
- Putting posters up promoting the consultation and display boards in key venues
- Asking all of our partner organisations to help in any way that they can

### **Being fair and balanced**

All of the materials put out by the Council will be fair and balanced and will treat both viable options equally on the website, in the press, on social media, email and in meetings.

# Have your say

on the location of a combined Library & One Stop Shop in Bath

Page 157



Modern Libraries Programme

[www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary)

## Have your say...

As part of the wider Modern Libraries Programme, the Council will be combining library and Council One Stop Shop services in Bath. The aim is to provide one modern, central location where more people from a wider range of backgrounds can be helped to reach their full potential through access to books, information, events, face-to-face support, and up-to-date digital technology.

We've now drawn up a business case for the location of a combined service in Bath which provides:

- Our reasons for change
- A wide range of data and analyses on current library and One Stop Shop usage
- A summary of the feedback we've already received from the public on integrated services and
- A detailed comparison of two viable locations (The Podium and Lewis House).

**You can read the business case at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).**

We know people feel strongly about the location of the service in Bath, so we're now inviting you to have your say. Your feedback, along with other information presented in the business case, will help to inform our final decision.

The following pages include a detailed comparison of the two viable locations to help you evaluate the options.

## How to take part

**You can take part in our survey on the location for Bath's combined Library & One Stop Shop service either online at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary), or by submitting the printed survey found at the back of this document. This consultation runs from 20 July to 15 September 2017.**

## How will combining the two services benefit residents?

Our aim is to integrate library and customer services in Bath to reach out to more people from all ages and backgrounds – providing a place where everyone in the community can access support, knowledge, culture and events to help them reach their full potential.

A modern, central facility will offer:

- Access to books for both adults and children, promoting literacy and enjoyment of reading
- Improved access to the internet and PCs – particularly for those who don't have these at home
- A welcoming, safe place for families to enjoy reading and play
- Face-to-face help with council related matters, such as planning applications, reporting issues and help with benefits
- Access to our voluntary and partner services, such as our housing providers
- Opportunities to learn new skills



- A place to prepare job applications and research opportunities
- A space for events and creative workshops with opportunities for learning and meeting others
- Information that supports better health and wellbeing.

The integration of services is both physical and cultural, with library and customer services coming together to share the same space, facilities and support. We've drawn on national and international best practice to develop our approach.

Once the location for the combined service in Bath has been determined, we will be engaging with a cross section of the community to help us shape the design of the facility. Please see the survey at the back for details.

## Why do library and One Stop Shop services need to change?

The way people are using libraries and accessing Council information is changing. So to ensure a thriving future for both services, we need to modernise and change the way we deliver them to better meet the needs of all residents.

At the same time, the Council – like all other councils – is facing increasing financial pressure and needs to cut over £37 million from its budget over the next three years.

Combining services in Bath offers an ‘invest to save’ opportunity in line with the recommendations from the National Libraries Task Force and the Government.

The investment will enable us to invigorate both services to suit modern requirements, while also making savings of up to £800,000 a year for the Council after 2020.

We cannot afford to run the two services separately any more. But by combining the two, we can create a vibrant, modern facility capable of meeting the library and customer service needs of everyone in the community. We want libraries to thrive - not just survive.



## What does our information tell us about Bath?

Demographic and visitor data confirms that Bath Central Library has greater activity than any other libraries in the area. While footfall is high, the number of items borrowed from the library is declining with people using the space for other activities, such as events, research, and using the internet and PCs.

Data from our One Stop Shop shows the majority of users are from less well-off communities or may need extra support to access information.

Combining both services under one roof provides a great opportunity to introduce library services to One Stop Shop users, meaning more people from a wider range of backgrounds will have better access to digital technology, books, knowledge, creative events and skills opportunities, along with face-to-face support.

This fits with the Council's aim to help more people – especially young people from more deprived backgrounds – to reach their full potential.

The data we've collected will help us work with the community to design services that will make a tangible difference to people's



lives, while continuing to provide services that people love and cherish.

**The full analysis of data is available on the Council's website at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).**

## Where are we now?

Last year the Council originally put forward Lewis House for the location of a central library and One Stop Shop in Bath as it met a number of national best practice guidelines. This included having a visible high street presence and being closer to the main transport hubs. The Council also owns the building which would enable us to guarantee its future use.

Since then we've listened to the views of the public and looked at five options for the location of Bath's new service. Following further work, including an independent access survey and a full needs analysis, we believe that two of the options - the Podium and Lewis House - both have the capacity to deliver all of the library and One Stop Shop services to meet the 21st century needs of our users.

The remaining three options have been fully considered and assessed and ruled out due to a combination of not meeting the service provision, high cost, building/access constraints and lack of availability. These were: doing nothing, integrating to the Guildhall or providing a new purpose-built building. Full details of the options are included in the business case which is available at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).

## We're listening to residents

The Council retains an open mind on how the integrated service in Bath will look and feel and which of the two viable locations is chosen. The views of the public will therefore help to inform and shape the Council's decision on the location of Bath's central library, along with findings on costs, access, and an analysis of data – all of which is presented in the business case.

Both options for location (the Podium and Lewis House) have the capacity to deliver the full range of library and One Stop Shop services. Whatever the location, the library will look different to how it looks now.

A comparison of these locations is set out overleaf. You can also read the business case at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).



# Options for the location of Bath's combined service

## How does the Podium and Lewis House compare?

While both options are viable, each location offers pros and cons outlined in the table below.

Options	Lewis House	The Podium
<b>Layout</b>	<ul style="list-style-type: none"> <li>● Adequate floor area to deliver a combined service.</li> <li>● Located on three floors, it offers very good opportunity for zoning areas e.g. adult and children's spaces.</li> <li>● Could include several smaller event spaces enabling a number of events to take place at any one time.</li> <li>● Not possible to include a larger event space.</li> </ul>	<ul style="list-style-type: none"> <li>● Adequate floor area to deliver a combined service.</li> <li>● Located on a single floor, it offers a sense of space and openness.</li> <li>● The large open space makes zoning the area more difficult.</li> <li>● A large event room could be retained.</li> <li>● Opportunities for smaller events spaces still possible.</li> </ul>
<b>Floor space</b>	<ul style="list-style-type: none"> <li>● 1437 m<sup>2</sup> (total public floor space), spread across three floors – sufficient to deliver the full range of services.</li> <li>● The main staircase will be enclosed and moved outside of the building creating a more useable internal space.</li> </ul>	<ul style="list-style-type: none"> <li>● 1688m<sup>2</sup> (total public floor space) across one floor, which is adequate to deliver the integrated service.</li> <li>● The relocation of archive and local studies material to the Guildhall has created additional space for the combined service.</li> </ul>
<b>Suitability</b>	<ul style="list-style-type: none"> <li>● Lewis House was designed as an office block, not a public space.</li> <li>● Ceiling height is low but adequate.</li> <li>● Internal columns could restrict flexibility of use.</li> <li>● A new external staircase will be needed to provide access to all floors.</li> </ul>	<ul style="list-style-type: none"> <li>● The Library was originally designed as a public space.</li> <li>● It has appropriately high ceilings.</li> </ul>

# Options continued

Options	Lewis House	The Podium
<b>Location</b>	<ul style="list-style-type: none"> <li>● Close to main transport links e.g. Bus and Railway stations.</li> <li>● Directly opposite the proposed new Bath University and Study Centre to benefit students.</li> <li>● Situated 300 yards further from the town centre than the Podium.</li> <li>● Closer to Southgate Shopping Centre.</li> <li>● Benefits from 'shop front' and visible from the street.</li> </ul>	<ul style="list-style-type: none"> <li>● The Podium is centrally located within the city and close to bus stops serving routes to and from the east of Bath.</li> <li>● Benefits from a convenient location next to Waitrose and adjoining café.</li> <li>● Because there is no 'shop front', opportunities to attract new users may be lost.</li> </ul>
<b>Access restrictions</b>	<ul style="list-style-type: none"> <li>● Multiple levels may be a disadvantage for people with mobility issues although there will be lift access to all floors.</li> <li>● Dedicated drop off and parking for people with restricted mobility alongside and opposite the building.</li> </ul>	<ul style="list-style-type: none"> <li>● Library located on the first floor requiring all users to use the stairs/escalator/lifts to access services.</li> <li>● Single floor layouts provide easier access and orientation for many disability groups.</li> <li>● Disabled parking available in the car park below the Podium.</li> </ul>
<b>Parking</b>	<ul style="list-style-type: none"> <li>● Manvers Street car park is opposite.</li> <li>● Southgate car park is a five minute walk away.</li> <li>● Bike parking is available.</li> </ul>	<ul style="list-style-type: none"> <li>● The Podium car park is directly underneath the library, offering accessible covered parking.</li> <li>● Bike parking is available opposite the entrance.</li> </ul>
<b>Building works</b>	<ul style="list-style-type: none"> <li>● Works will be more complex than at the Podium.</li> <li>● It's anticipated that the design and construction will take 12.5 months, three months longer than at the Podium.</li> <li>● This will lead to more disruption to staff and public.</li> <li>● The 3rd and 4th floors of Lewis House would also have minor refurbishment and be retained for B&amp;NES staff use – some as duty support for the service.</li> </ul>	<ul style="list-style-type: none"> <li>● Works will be less complex than at Lewis House.</li> <li>● It's anticipated that design and construction will take 9.5 months, three months less than at Lewis House.</li> <li>● The layout would be reconfigured, and improvements would be made to heating, lighting and cooling, along with new flooring and library fixtures and fittings.</li> <li>● The back office will be refurbished to support the new integrated service.</li> </ul>

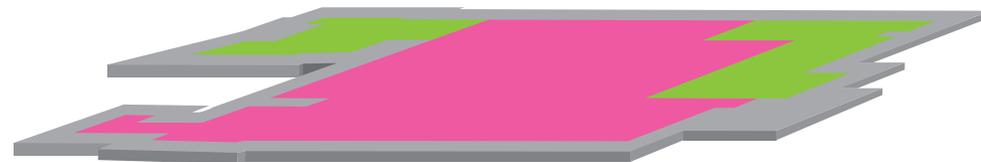
# Options continued

Options	Lewis House	The Podium
<b>Cost &amp; Income</b>	<ul style="list-style-type: none"> <li>● Total estimated building and conversion cost for modernising Lewis House is £6.4m.</li> <li>● Anticipated net saving of £327,000 per year from 2020.</li> <li>● Council has good opportunity to raise income from the vacated site at the Podium through renting some of the space to contribute to the cost of investment and financial savings.</li> <li>● Potential opportunities for secondary retail income.</li> <li>● Projected net annual savings of £732,000 per year across the whole programme after 2020.</li> </ul>	<ul style="list-style-type: none"> <li>● Total estimated building and conversion cost for modernising The Podium is £2.8m.</li> <li>● Anticipated net saving of £393,000 per year from 2020.</li> <li>● The lease does not allow any retail use within the library area therefore opportunities for additional retail income are restricted. Contributions towards the cost of investment of financial savings will depend on staff savings.</li> <li>● Projected net annual savings of £798,000 per year across the whole programme after 2020.</li> </ul>
<b>Property matters</b>	<ul style="list-style-type: none"> <li>● The Council owns the building so we can guarantee its future use.</li> <li>● The vacated space in the Podium would be refurbished for partial external rent or for commercial rent to B&amp;NES partners.</li> <li>● Moving to Lewis House would open up commercial opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● The Council does not own the Podium. The contract with the landlord has break clauses every 10 years. There are currently no plans from the Landlord to ask the Council to leave, but if that was the case, the Council would be entitled to compensation or acceptable alternative accommodation within the shopping centre.</li> <li>● Space vacated by the One Stop Shop in Lewis House could be used for B&amp;NES staff, releasing other buildings for rent or sale.</li> </ul>

# The Plans

## The Podium

Public space 1688m<sup>2</sup>

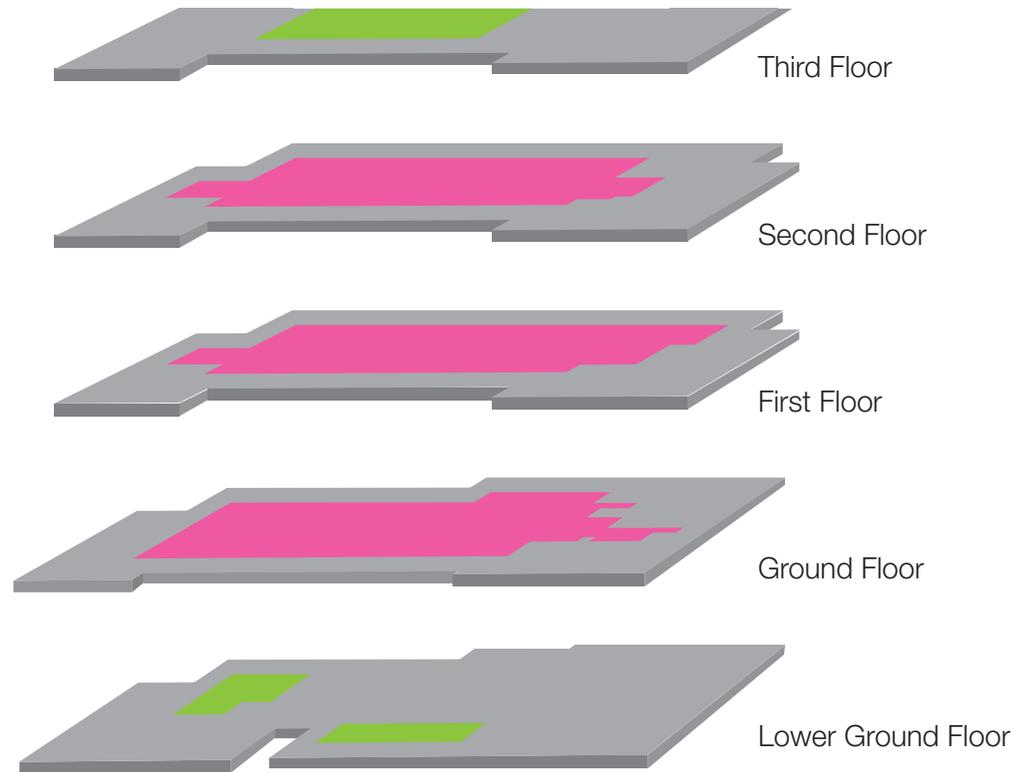


Page 166

-  Public
-  Back Office, Duty and Stores

## Lewis House

Public space 1437m<sup>2</sup>



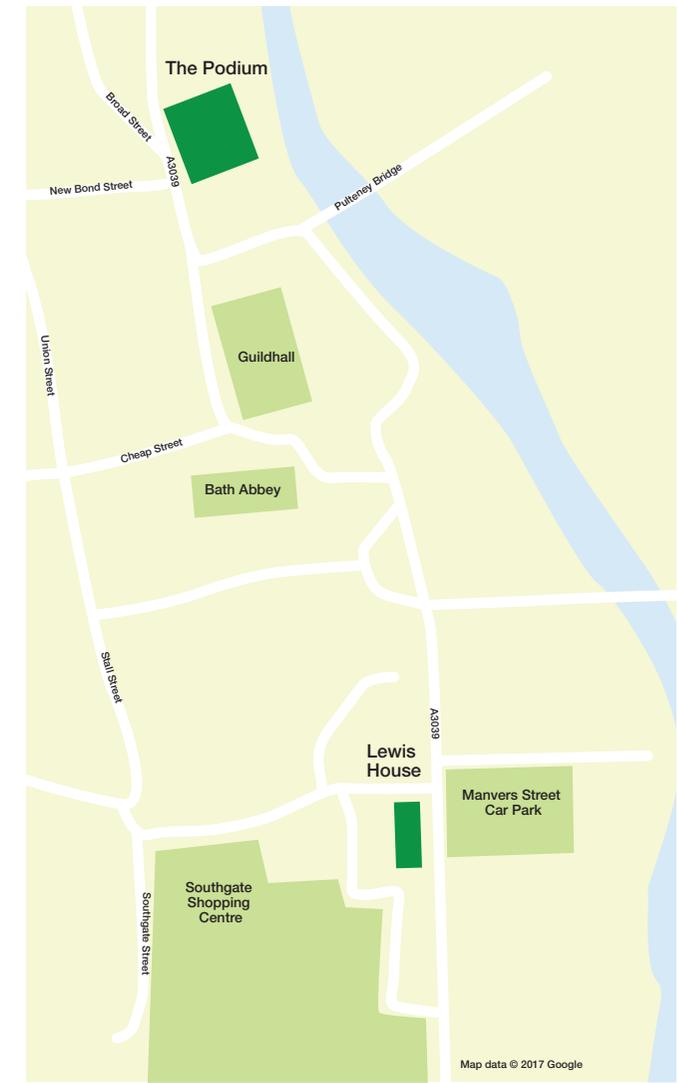
**Functions to include in the public space**

-  Shared Meet and Greet/Triage point for all services & partners/agencies
-  Shared Enquiry Desks for all services
-  Shared customer waiting area, with multimedia (web accessed) viewing screens
-  Self service area(s) – includes PCs, Library kiosks, Payment Kiosks, telephone access & privacy booths
-  Quick Select library books display
-  Marketing/information Display area(s)
-  Leaflet racking & notice boards
-  Quiet study/reading/ work space
-  Informal Reading/relaxing areas (including space for newspapers/periodicals)
-  Book stock zoned for accessibility – to include; children’s, young adult, adult fiction, adult non-fiction, reference, quick reference & maps, family history & local studies lending stock, customer’s reserved items
-  Customer PCs suitable for group teaching as well as individual use
-  Printers and photocopiers
-  Children’s area with space for group activity
-  Children’s Play corner/equipment
-  Rentable public meeting/surgery/counselling rooms (1-1 & medium scale)
-  Shared secure formal interview rooms including for partners/agencies
-  Exhibition space(s)

**Functions to include in the back office areas**

-  Workspace for library stock handling e.g. processing of new items, shipping of items to other locations – adjacent to the library public area
-  Accessible Stock Storage area
-  Printers and scanners
-  Secure room for safe and cash handling
-  Duty hotdesk space/workstations (equipped with PCs phones)
-  Staff welfare facilities
-  Learning offer
-  Digital offer
-  Information offer
-  Reading offer
-  Meeting places
-  Children’s spaces
-  Staff area

**Location of the two viable options highlighted in dark green**



## What are the cost implications?

We are consulting the public on the preferred location for a combined Library and One Stop Shop service in Bath. This is part of our proposal to invest in both services to better meet the needs of today's customers and make financial savings over the long term.

Our proposal is to fully integrate both services under one roof, refurbish and improve the final building choice, update technology and facilities, and improve operating efficiency. Staff within the proposed new service will be trained to handle a wider range of enquiries i.e. both library and customer service enquiries.

The two options for consideration are providing a combined Library and One Stop Shop service in either the Podium or Lewis House. The total building and conversion cost for modernising the Podium is estimated to be £2.8m, giving a net saving of £393,000 per year from 2020. This compares to £6.4m and £327,000 per year for Lewis House. The difference in net savings is due to the lower costs of borrowing in the case of the Podium, and the opportunities for additional rental income from the Podium if the library moves to Lewis House. Please refer to the business case for more details at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).

This work is part of a wider Modern Libraries Programme, which also proposes to modernise community libraries and integrate Midsomer Norton's services. If we integrate to the Podium, the whole programme will save £798,000 per year after 2020. If we integrate to Lewis House, the whole programme will save £732,000 per year after 2020.

## What happens next?

Once the Council has received the results of the consultation and has fully considered and decided on the location, it will work with a cross section of the community to help shape and design the new facility (see survey overleaf). This is likely to take place between November 2017 and February 2018.

The Council retains an open mind on how the combined service in Bath will look and feel, and how much space is allocated to different functions.

## How to submit the survey

Please now complete, tear off and submit the survey overleaf to have your say on the location of Bath's combined library & One Stop Shop service. Before doing so, please read this document and the associated business case documentation online at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).

Please return your completed survey to any Library or One Stop Shop in Bath and North East Somerset.

You can also complete the survey online at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).

Alternatively, you can post it to:  
Bath's Library & One Stop Shop Location Survey, 19-23 The Podium, Bath BA1 5AN

**Please return your completed survey no later than 15 September 2017.**



# Have your say on the location of Bath's modern library & One Stop Shop service

## Library and One Stop Shop location preference

**Before responding, please read this document and the associated business case documentation at [www.bathnes.gov.uk/modern library](http://www.bathnes.gov.uk/modern library)**

**1. Please select your preference for the future location of Bath Central Library and One Stop Shop (select one)**

- Podium       Lewis House (Manvers Street)

**2. Please could you indicate why you have chosen your preference**

**3. Please could you indicate how frequently you personally visit/use the following:**

**Bath Central Library**

- At least once a week
- About once a month
- Three or four times a year
- Once or twice a year
- Less regularly
- Never

**Lewis House (Manvers Street)**

- At least once a week
- About once a month
- Three or four times a year
- Once or twice a year
- Less regularly
- Never

## About You

The Council is committed to ensuring its services are accessible to everyone. The following questions help us to understand whether different types of library users have different views. This information can be regarded as highly personal and so 'prefer not to say' options have been included.

Responses will be stored securely and no published documents will present information that could be linked to an individual. The information will be used solely for the purpose of ensuring this consultation is representative and fair.

**4. What is your postcode?**

**5. What was your age at your last birthday?**

**6. Do you have any dependent children?**

- Prefer not to say       Yes       No

**7. Do you consider yourself to have a long-term condition that limits your day-to-day activities?**

- Prefer not to say       Yes       No

**8. How do you define your gender?**

- Prefer not to say       Male       Female  
 Something else *{please specify below}*

*Please turn over*



**9. Do you identify as transgender or do you have a transgender history?**

*(For the purposes of this question 'transgender' is defined as an individual who lives in a gender identity that is different to their sex assigned at birth)*

- Prefer not to say       Yes       No

**10. How would you define your sexual orientation?**

- Prefer not to say       Heterosexual       Gay  
 Lesbian       Bisexual  
 Something else *(please outline below)*

**11. How would you define your ethnic group?**

- Prefer not to say  
 WHITE – English/Welsh/Scottish/Northern Irish/British  
 WHITE – Any other White background  
 GYPSY OR IRISH TRAVELLER  
 BLACK/AFRICAN/CARIBBEAN/BLACK BRITISH  
 ASIAN OR ASIAN BRITISH  
 OTHER ETHNIC GROUP  
 MIXED/MULTIPLE ETHNIC GROUPS

**12. How would you define your religion/beliefs?**

- Prefer not to say       Atheist       No religion  
 Christian       Buddhist       Muslim  
 Hindu       Jewish       Sikh  
 Other *(please outline below)*

**Future consultation**

**13. Would you be willing to take part in small discussion groups later in the year to help fine tune the exact design of the combined Library and One Stop Shop?**

- Yes       No       Not sure – please contact me later in the year

*Please note: The Council will seek to work with a representative cross section of library users and there is no guarantee that you will be selected.*

**14. If you indicated that you were interested in participating please can you fill in your contact details below.**

*All your information will remain confidential and will not be shared. All details will be deleted at the end of your involvement and will not be used for any other purpose.*

Name

Contact Address

Email

Contact telephone number

Thank you for taking part in our survey. Please detach it and return to any Library or One Stop Shop in Bath and North East Somerset **no later than 15 September 2017.**

You can also complete this survey online at: [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary).

Alternatively, you can post it to: Bath's Library & One Stop Shop Location Survey, 19-23 The Podium, Bath BA1 5AN





# Have your say on the location of Bath's library & One Stop Shop

We're combining our Library and One Stop Shop services in Bath to create one, vibrant modern and central facility.

Viable options for its location are The Podium and Lewis House.



Please read the background information provided and tell us what you think:

- Online at [www.bathnes.gov.uk/modernlibrary](http://www.bathnes.gov.uk/modernlibrary)
- In print from any of our Libraries or One Stop Shops

The consultation closes on 15 September 2017.

This page is intentionally left blank

<b>Bath &amp; North East Somerset Council</b>		
MEETING:	<b>Cabinet</b>	
MEETING DATE:	<b>19 July 2016</b>	EXECUTIVE FORWARD PLAN REFERENCE:
		<b>E 2976</b>
TITLE:	<b>Revenue &amp; Capital Outturn 2016/17</b>	
WARD:	All	
<b>AN OPEN PUBLIC ITEM</b>		
<p><b>List of attachments to this report:</b></p> <p><b>Appendix 1:</b> Revenue &amp; Capital Outturn 2016/17 information  <b>Appendix 2:</b> Revenue Outturn by Directorate &amp; Portfolio 2016/17  <b>Appendix 3:</b> Reasons for Revenue Budget Variances 2016/17  <b>Appendix 4:</b> Revenue Budget Items to be considered for carry forward/write-off  <b>Appendix 5:</b> Corporate Earmarked Reserves  <b>Appendix 6:</b> Revenue Virements 2016/17  <b>Appendix 7:</b> Capital Outturn Summary 2016/17  <b>Appendix 8:</b> Detailed Capital Variance &amp; Rephasing Requests 2016/17  <b>Appendix 9:</b> Capital Programme by Portfolio 2016/17  <b>Appendix 10:</b> Capital Virements 2016/17</p>		

## 1 THE ISSUE

- 1.1 The report presents the revenue and capital outturn for 2016/17, highlighting a net revenue overspend of £2.221m after allowing for proposed carry forwards. The overspend has increased since the last report, which forecast an overspend of £1.039m based on monitoring for the year to December 2016, mainly due to the closure of four care homes during the year, which required supporting the move of existing residents to new placements at significant additional cost, as well as the continuing cost pressures within Children's statutory services. The report highlights that the majority of the £12.6m of budgeted savings and additional income generation have been achieved during the year.
- 1.2 The report refers to requests to carry forward specific revenue budget items to 2017/18 and to write-off revenue overspends where recovery in future years would have an adverse impact on continuing service delivery. It is proposed that the overspend is funded by appropriate drawdowns from specific earmarked reserves held as contingency against in year spending pressures and includes use of the specific transitional grant funding provided by the government and set aside by the Council at the start of the financial year.
- 1.3 The report also refers to requests to re-phase specific capital budget items to 2017/18 and to remove net capital underspends.

## **2 RECOMMENDATION**

The Cabinet agrees that:

- 2.1 The revenue budget outturn overspend of £2.221m for 2016/17 as set out in Appendix 2 is noted.
- 2.2 The revenue carry forward proposals and write-off requests listed in the tables in Appendix 4 are approved.
- 2.3 Transfers from Earmarked Reserves to fund the revenue overspend are agreed as set out in Appendix 1 paragraph 1.8.
- 2.4 The revenue virements for 2016/17 reported for information in Appendix 6(i) are noted.
- 2.5 The resulting reserves position shown in Appendix 1 paragraph 1.10 is noted and that unearmarked reserves remain at the target level of £13.5m (excluding Invest to Save drawdowns).
- 2.6 The provisional outturn of the 2016/17 capital programme in Appendix 7, and the funding as laid out in the table in Appendix 1 Paragraph 1.20, is noted.
- 2.7 The capital rephasing and write-off of net underspends as listed in Appendix 8 are approved. This reflects the outturn spend position on projects against final budgets as detailed in Appendix 9.
- 2.8 The adjustments to the 2016/17 to 2021/22 capital programme as recorded in Appendix 10, and the final capital programme for 2016/17 in Appendix 9 are noted.

## **3 RESOURCE IMPLICATIONS (FINANCE, PROPERTY, PEOPLE)**

- 3.1 These are contained throughout the report and appendices.

## **4 STATUTORY CONSIDERATIONS AND BASIS FOR PROPOSAL**

- 4.1 The annual medium term financial planning process allocates resources across services with alignment of these resources towards the Council's corporate priorities. This report monitors how the Council has performed against the financial targets set in February 2016 through the Budget setting process.

## **5 THE REPORT**

- 5.1 This report provides information about the Council's financial performance against its revenue and capital budgets in 2016/17.
- 5.2 This report enables Cabinet to review:
  - Requests for write-off of overspends
  - Requests for carry forward of underspends
  - Suggested transfers from earmarked reserves

- 5.3 The report identifies that after allowing for carry forwards, the Council overspent by £2.221m, which to give some context, represents less than 1% of gross budgeted spend excluding schools. It is proposed that the overspend is funded by drawdowns from both the the Revenue Budget Contingency (£1.155m) and the Adult Social Care Reserve (£1.066m). The 2016/17 revenue budget included a requirement for the delivery of £12.644m of savings and additional income generation of which over 90% were achieved during the year.
- 5.4 The ongoing implications arising from the year end position will be considered as part of the 2017/18 budget monitoring process, including appropriate mitigating actions.
- 5.5 The capital spend in 2016/17 was £53.910m against a budget of £78.591m giving a variance of £24.681m, primarily reflecting the delivery time to complete projects moving into future financial periods. Of this variance, £23.932m is requested for carry forward to 2017/18 to cover re-phased costs of capital projects.
- 5.6 Details of the outturn position for the revenue and capital budgets are provided in Appendices 1-10.
- 5.7 The Corporate Audit Committee plan to approve the audited statutory final accounts of the Council in early September 2017. This report presents the 2016/17 outturn in the form that is routinely reported throughout the year as part of budget monitoring.
- 5.8 The Cabinet received financial reports throughout the year highlighting the known pressure areas, and identifying those actions that could be taken to reduce these to manageable proportions.

## **6 RATIONALE**

- 6.1 The recommendations made are based upon the Budget Management Scheme and a consideration of the Council's latest financial position and reserves strategy.

## **7 OTHER OPTIONS CONSIDERED**

- 7.1 Appendix 4 lists all options that can be considered in making a decision on carry forwards and write offs relating to the revenue outturn position.

## **8 CONSULTATION**

- 8.1 Consultation has been carried out with the Cabinet Member for Finance & Efficiency, Strategic Directors, Section 151 Finance Officer, Chief Executive and Monitoring Officer.
- 8.2 The provisional outturn position has been discussed at Senior Management Team and Divisional Directors' Group during May.

## **9 RISK MANAGEMENT**

- 9.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.
- 9.2 The substance of this report is part of the Council's risk management process. The key risks in the Council's budget are assessed annually by each Strategic

Director, with these risks re-assessed on a monthly basis as part of the budget monitoring process.

<b>Contact person</b>	Tim Richens – 01225 477468; Gary Adams – 01225 477107 ; Tim_Richens@bathnes.gov.uk ; Gary_Adams@bathnes.gov.uk
<b>Sponsoring Cabinet Member</b>	<i>Councillor Charles Gerrish</i>
<b>Background papers</b>	<i>2016/17 Budget Monitoring reports to the Cabinet; Budget Management Scheme</i>
<b>Please contact the report author if you need to access this report in an alternative format</b>	

**REVENUE OUTURN 2016/17**

- 1.1 Appendix 2 outlines the Council's budget outturn for the 2016/17 financial year at both Directorate and Portfolio level. After carry forwards, the Council overspent by £2.221 million or 0.77% of gross budgeted spend excluding schools. The 2016/17 revenue budget included a requirement for the delivery of £12.644m of savings and additional income generation of which over 90% were achieved during the year.
- 1.2 Underlying the Council's "bottom line" figure, prior to carry forwards, are a number of variations (at a Directorate level):
- Service overspends of £4.100m
  - Service underspends / over achievement of income of £0.343m
  - A £1.725m underspend on Corporate and Agency budgets.
- 1.3 The explanations for the 2016/17 outturn variations are given in Appendix 3, and some are highlighted below.
- 1.4 The main areas contributing to the underspend and over achievement of income position occurred in the following areas:

**Heritage Services**

Favourable variance of £936,000, this is mainly as a result of increased income from visitors to the Roman Bath's. This was achieved through targeted marketing in the 'shoulder months' that are outside of the main tourism season.

**Capital Financing Costs**

Underspend of £778,000 owing to capital programme slippage delaying the need to borrow and Minimum Revenue Provision savings.

**Corporate Budgets**

Underspend of £872,000, which includes additional income of £673,000 from the Thermae Spa Profit Share arrangements, a £110,000 underspend due to less than anticipated use of the provision for Education Services Grant reduction, and several other underspends including the Charter Trustees not taking their budgeted grant and a surplus on the Council contribution required for historic pension deficit recovery.

- 1.5 The main areas of overspending have occurred in the following areas:

**Adult Social Care & Health**

Overspend of £1,970,000. The overspend mainly relates to inflationary and demographic pressures in Adult Social Care as a result of a number of factors including: implementation of the National Living Wage impacting care providers; the costs associated with purchased care packages to support people with complex and acute care needs to remain in their own homes; the increasing demand for high dependency residential care and nursing care home placements, which have higher associated fees than lower dependency care home placements; and an increasingly challenged care market with some providers withdrawing from the market. The latter resulted in the closure of four care homes in 2016/17 and associated loss of 144 care home beds, which required supporting

the move of existing residents in to new placements at significant additional cost of £1.2m.

### **Children Young People & Families**

As previously reported, there has been significant pressure in Children's Social Care resulting in a year end overspend of £1,039,000. The continued pressures in this area are a result of a number of issues, including an increase in numbers of cases involving Court action and rising costs in supporting residential placements and staffing budget pressures.

### **Learning & Inclusion**

Overspend of £338,000. This is due to children centre activity income targets that have not been achieved, there has also been overspends in safeguarding staffing budgets.

### **Traded Services**

Overspend of £583,000. This is largely due to shortfall on income in the catering service and inflationary pressures, steps are already in place to address this position in the year ahead.

### **Community Services**

Overspend of £624,000. This is mainly due to overspends in fleet and waste services arising from increased fuel, waste treatment and disposal costs, and bereavement services related to consultancy costs and additional revenue costs required to support works on refurbishment.

## **DECISIONS REQUIRED RELATING TO OVER AND UNDERSPENDS**

- 1.6 Decisions are needed on some of the items in Appendix 4 relating to under and overspending in 2016/17. Each section of Appendix 4 is clearly marked for information or for decision. In particular, decisions are required in Tables 2 and 3 of Appendix 4. If all these items are approved this would give a final overspend of £2.221m.
- 1.7 Table 3 of Appendix 4 contains requests to write off overspends as an exception to the Budget Management Scheme rules. The write off is requested as it is not considered practical to recover the overspend against the continuing financial pressures in 2017/18 and future years.
- 1.8 It is proposed to fund the final overspend through drawdowns from the following earmarked reserves that are held as contingency against in year spending pressures:-

### **Revenue Budget Contingency Reserve - £1.155m**

This reflects the allocation of the 2016/17 Transitional Grant contingency and the net £250k payment received from WoECA in relation to Devolution costs. After this drawdown the unallocated balance remaining in the reserve will be £1.9m.

## Adult Social Care Reserves - £1.066m

This drawdown reflects the additional cost pressures experienced in the provision of Adult Care services highlighted in paragraph 1.5 above. After this drawdown the balance remaining in the Adult Social Care Reserves will be £1.3m.

The Social Care pressures have been recognised nationally by the Government with additional grant funding of £1bn recently announced for 2017/18; the B&NES Council allocation was £3.4m.

- 1.9 Appendix 5 provides details of corporately earmarked reserves reflecting the outturn revenue budget position.

## REVENUE RESERVES

- 1.10 If the requests shown in recommendations 2.2 and 2.3 are approved by the Cabinet, the overall situation would be as follows:

Description of the Revenue Reserves Movements	£'000
Estimated General Un-earmarked Reserves following February Budget Report 2017*	13,480
2016/17 Outturn position, including additional use in carry forward of underspends and write off of overspends	-2,221
Use of Earmarked Reserves	+2,221
Remaining available reserves would then be *	13,480
<i>Recommended optimal level based on corporate risk assessment</i>	<b>13,480</b>

\*Excluding Invest to Save drawdowns which are repayable in future years. (Actual level of unearmarked reserves as at 31/3/17 is £12.7m reflecting the invest to save drawdowns)

- 1.11 As a result, the Council is meeting the reserves strategy outlined in the budget report to Council on 14<sup>th</sup> February 2017.

- 1.12 Appendix 5 provides details of corporately earmarked reserves reflecting the outturn revenue budget position.

## SCHOOLS

- 1.13 The centrally held elements of the Dedicated Schools Grant (DSG) have overspent by £3.025m. The DSG overspend results in a balance to be carried forward through earmarked reserves of £2.014m down from £5.039m in 2016/17. The main reasons for the decrease in the DSG balance is a planned reduction in the DSG carry forward. The Schools Forum allocated £2.337m in one off resources to schools and central budgets as part of setting the DSG budget for 2016/17. Further overspends have occurred as a result of increased Special Educational Needs expenditure. These items are automatically carried forward under the DSG accounting arrangements, and budget adjustments have been made to reflect this.

- 1.14 The balances held by schools have reduced by £991k from £3.037m to £2.046m. The main reason for the reduction in balances is a result of schools converting to

academies and therefore their balances transfer to the academy. In total £768k of the reduction is as a result of the transfer of the funds to academies. With this transfer to academies excluded the schools have a net reduction in balances of £223k. The schools balances are closely monitored by Schools Forum which has an excessive balances policy in line with continued DFE best practise guidance which has been adopted by the Schools Forum. All schools with balances deemed to be excessive are challenged to explain their position. Most large balances are planned in preparation for capital projects in schools.

## COLLECTION FUND OUTTURN POSITION

1.15 As part of the 2017/18 Budget, an estimate was made on the position of the Collection Fund as at the 31<sup>st</sup> March 2017. The estimate is split into two elements, one relating to Council Tax and the other relating to Business Rates. The estimated and actual position for each is shown in the following table. The figures relate to the Council's share of the surplus / deficit, excluding preceptor and central government shares.

	<b>Estimated surplus / (deficit) £m</b>	<b>Actual surplus / (deficit) £m</b>	<b>Difference £m</b>
Council Tax	0.755	0.709	(0.046)
Business Rates	(2.134)	(2.939)	(0.805)
<b>Total</b>	<b>(1.379)</b>	<b>(2.230)</b>	<b>(0.851)</b>

1.16 The increase in the deficit on the Business Rates Collection Fund is mainly due to the increasing costs of settling appeals which are decided by the Valuation Office Agency. The 2017/18 Budget included provision for these costs and the difference will be taken into consideration when estimating the closing 2017/18 Collection Fund position as part of the 2018/19 Budget process. The Council also holds an earmarked reserve to help manage the volatility in Business Rates income.

## CAPITAL OUTTURN 2016/17

1.17 The outturn capital spend of £53.910m was £24.681m less than the 2016/17 revised budget of £78.591m.

1.18 Services are requesting re-phasing of funding (project re-phasing) to 2017/18 of £23.932m, which includes:-

- £3.550m – Waste Project including vehicle replacement
- £0.919m – Bath Quays Waterside – Strategic Flooding Solution
- £0.823m – Bath Quays Bridge & Linking Infrastructure
- £0.840m - Spend at School Level (devolved school budgets)

- £3.129m - Other Children Services Projects
- £1.283m – Property Company Investment
- £1.228m - Keynsham Regeneration & New Build
- £3.039m - Other Property Schemes
- £2.000m - Corporate Capital Contingency

Details of the overall capital outturn position are given in Appendix 7, with further detail on the rephasing requests and over/underspends adjustments provided in Appendix 8.

## **CAPITAL RESOURCES**

1.19 The 2016/17 outturn expenditure of £53.910m was financed mainly through the use of capital grants, capital receipts and borrowing.

1.20 The 2016/17 outturn expenditure was financed as follows:

	<b>£'000</b>
Total Capital Spending:	<b>53,910</b>
<b>Funded by:</b>	
Capital Receipts	11,171
Capital Grants	17,407
3 <sup>rd</sup> Party Receipts (inc S106)	3,371
Revenue	470
Prudential Borrowing (Implied Need)	21,491
<b>Total</b>	<b>53,910</b>

1.21 An additional capital receipt of £800k was received in 2016/17, relating to a previous sale of land in Keynsham. This receipt has been used to replace capital funding on schemes which originally required revenue contributions. The revenue released has been transferred to the Revenue Budget Contingency Reserve.

1.22 The Council's provisional Capital Financing Requirement (CFR) as at 31<sup>st</sup> March 2017 is £200.1 million. This represents the Council's requirement to borrow to finance capital expenditure, and demonstrates that total borrowing of £124.0 million remains well below this requirement as at 31<sup>st</sup> March 2017. This illustrates the extent to which the Council is currently cash-flowing capital projects in line with the Treasury Management Strategy.

This page is intentionally left blank

## Financial Monitoring Statement (Revenue): All Directorates

APPENDIX 2 (i)

REVENUE SPENDING	YEAR END FINAL FIGURES			ADV/FAV	Carry forwards overspends under the BMS Rules (App 4 table 3)	Requested by Strategic Directors		Net Col 7 £'000
	Actual Spend or (Income)	Budgeted Spend or (Income)	Outturn over or (under) spend			Requested carry forward Underspend (App 4 table 2)	Write off overspend (App 4 table 3)	
	Col 1 £'000	Col 2 £'000	Col 3 £'000			Col 4 £'000	Col 5 £'000	
All Directorates For period to  31st March 2017								
Place	24,018	24,361	(343)	FAV		181		(162)
Children Services	29,301	27,810	1,492	ADV	(1,492)		1,492	1,492
Adult Social Services	61,222	59,252	1,970	ADV	(1,970)		1,970	1,970
Resources	10,763	11,849	(1,086)	FAV		7		(1,079)
<b>TOTAL</b>	<b>125,304</b>	<b>123,272</b>	<b>2,032</b>	<b>ADV</b>	<b>(3,462)</b>	<b>188</b>	<b>3,462</b>	<b>2,221</b>
<b>Note: "ADV" indicates an adverse variance, "FAV" a favourable variance, and a "(" in the over and under spend columns indicates an underspend or overachievement of income</b>								

This page is intentionally left blank

APPENDIX 2 (ii)

Portfolio Summary Monitor REVENUE SPENDING For the Period APRIL 2016 to MARCH 2017	2016/17 YEAR END POSITION			ADVERSE / FAVOURABLE
	Net Actual	Annual Budget	Forecast over or (under) spend	
	£'000	£'000	£'000	
Leader	5,834	5,810	24	ADV
Finance & Efficiency	2,939	4,135	(1,196)	FAV
Adult Social Care & Health	61,222	59,252	1,970	ADV
Children's Services	29,301	27,810	1,492	ADV
Homes & Planning	3,335	3,454	(119)	FAV
Economic Development	(4,206)	(3,502)	(704)	FAV
Community Services	22,091	21,467	624	ADV
Transport	4,788	4,847	(59)	FAV
<b>TOTAL COUNCIL</b>	<b>125,304</b>	<b>123,272</b>	<b>2,032</b>	<b>ADV</b>

Less: Carry Forward Requests

188

REVISED OUTTURN POSITION

2,221

This page is intentionally left blank

**APPENDIX 3 - Financial Monitoring Statement (Revenue): All Portfolios at Cashlimit level**

REVENUE SPENDING For the Period APRIL 2016 to MARCH 2017	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual A £'000	Annual Current Budget B £'000	Forecast Over or (under) spend C £'000		
<b>Leader</b>					
Council Solicitor & Democratic Services	2,971	2,791	180	ADV	Overspend is a result of savings targets, which have now been addressed through the completion of the restructuring of Legal Services.
Strategy & Performance	2,863	3,019	(156)	FAV	Underspend across a range of budget areas including lower than anticipated spends in Communications, ward member initiative and Stronger Communities.
<b>Sub Total</b>	<b>5,834</b>	<b>5,810</b>	<b>24</b>	<b>ADV</b>	
<b>Finance &amp; Efficiency</b>					
Finance	2,559	2,608	(49)	FAV	Small underspends from staff turnover.
People Services	615	546	69	ADV	Service is overspent due to staffing costs as the full efficiency savings from the new payroll system are yet to materialise
Risk & Assurance Services	965	894	71	ADV	Overspend from additional consultancy costs and under achievement of income.
Councils ICT Budgets	4,394	4,687	(294)	FAV	Underspend in IT project budgets
Customer Services	3,438	3,269	168	ADV	Overspend mainly due to shortfall in grant income and reductions in other income.
Human Resources	994	836	158	ADV	Overspends mainly as a result of a shortfall of income from schools following academy conversions.
Property Services	3,029	3,127	(98)	FAV	Underspend due to staff vacancies as a result of restructuring.
Corporate Estate Including R&M	1,681	1,994	(313)	FAV	Underspend due to lower accommodation and energy costs.
Commercial Estate	(14,907)	(14,955)	49	ADV	Overspend due to shortfall in commercial lease income, including delays to lettings due to asbestos issues.
Traded Services	641	58	583	ADV	Overspend largely due to shortfall on income in the catering service and inflationary pressures. Steps are already in place to address this in the year ahead.
Strategic Director - Resources	189	110	80	ADV	Overspend due to the balance of management savings, to be reviewed in 2017/18.
Corporate Items	10	(150)	160	ADV	Corporate Council wide procurement saving target- plans being developed
Hsg / Council Tax Benefits Subsidy	(249)	(195)	(54)	FAV	
Capital Financing / Interest	3,587	4,365	(778)	FAV	Underspend dues to capital programme slippage delaying the need to borrow and Minimum Revenue Provision savings.
Unfunded Pensions	1,634	1,679	(45)	FAV	
Corporate Budgets including Capital, Audit and Bank Charges	(6,154)	(5,282)	(872)	FAV	Mainly relating to additional income from the Thermae Spa profit share arrangements, an underspend in the budget for Education Services Grant reduction, and several other underspends, including the Charter Trustees not taking their budgeted grant and a surplus on the Council contribution required for historic pension deficit recovery.
Magistrates	13	17	(4)	FAV	
Coroners	280	305	(25)	FAV	
Environment Agency	222	222			
<b>Sub Total</b>	<b>2,939</b>	<b>4,135</b>	<b>(1,196)</b>	<b>FAV</b>	
<b>Adult Social Care &amp; Health</b>					
Adult Services	60,828	58,758	2,070	ADV	Overspend as a result of increased purchased care provider costs, high cost Learning Disabilities placements and care home closures.
Adult Substance Misuse (DAT)	440	539	(100)	FAV	
Public Health	(45)	(45)			
<b>Sub Total</b>	<b>61,222</b>	<b>59,252</b>	<b>1,970</b>	<b>ADV</b>	

REVENUE SPENDING For the Period APRIL 2016 to MARCH 2017	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual A £'000	Annual Current Budget B £'000	Forecast Over or (under) spend C £'000		
<b>Children's Services</b>					
Children Young People & Families	13,829	12,790	1,039	ADV	The continued pressure's in this area are a result of a number of issues, increase in numbers of cases involving Court action, increasing costs in supporting residential placements and staffing budget pressures.
Learning & Inclusion	5,745	5,407	338	ADV	Children centre activity income targets have not been achieved, there has also been overspends in safeguarding staffing budgets.
Health, Commissioning & Planning	6,162	6,048	115	ADV	There has been a continued rise in demand for SEND services over the past four years caused by legislative change. The increased numbers both in B&NES and across our region has resulted in increased pressures on school places for special schools in the B&NES area.
Schools Budget	3,565	3,565	()		School Budgets are funded by the Dedicated school grant and under and over spends are contained within the grant totals.
<b>Sub Total</b>	<b>29,301</b>	<b>27,810</b>	<b>1,492</b>	<b>ADV</b>	
<b>Homes &amp; Planning</b>					
Development Management	1,724	1,830	(106)	FAV	Favourable outturn is as a result of underspends on Gypsy and Traveller sites and core review.
Building Control & Land Charges	210	220	(10)	FAV	
Housing	1,401	1,404	(3)	FAV	
<b>Sub Total</b>	<b>3,335</b>	<b>3,454</b>	<b>(119)</b>	<b>FAV</b>	
<b>Economic Development</b>					
Economy & Culture	1,717	1,427	290	ADV	Overspend as a result of delays in implementing the review of Destination Management.
World Heritage	144	147	(3)	FAV	
Heritage including Archives	(6,586)	(5,650)	(936)	FAV	Additional Heritage Income from increased visitor numbers due to targeted marketing in relation to 'shoulder months', and reduced variable costs ratio, leading to reduced running costs.
Project Delivery	88	87		ADV	
Regeneration, Skills & Employment	431	486	(55)	FAV	
<b>Sub Total</b>	<b>(4,206)</b>	<b>(3,502)</b>	<b>(704)</b>	<b>FAV</b>	
<b>Community Services</b>					
Place - Overheads	509	504	5	ADV	
Public Protection & Health Improvement - Regulatory & Active Lifestyles	2,054	2,043	10	ADV	
Neighbourhoods & Environment - Waste & Fleet Service	14,684	14,484	200	ADV	Service overspends in Fleet, fuel costs and Waste, treatment and disposal costs and staffing overspends.
Neighbourhoods & Environment - Parks & Bereavement Services	1,914	1,700	214	ADV	Overspend in Bereavement Services relating to one off service review costs and additional revenue costs required to support works on refurbishment.
Libraries & Information	1,902	1,817	85	ADV	Overspend due to income pressures across Libraries. This shortfall is being addressed as part of the Modern Libraries project.
Public Protection & Health Improvement - Leisure	1,028	918	110	ADV	Overspend due to one off revenue holding costs of the Keynsham leisure/residential building due to business rates.
<b>Sub Total</b>	<b>22,091</b>	<b>21,467</b>	<b>624</b>	<b>ADV</b>	

REVENUE SPENDING For the Period APRIL 2016 to MARCH 2017	YEAR END ACTUAL			ADV/ FAV	Notes on main areas of over / under spending
	Net Actual A £'000	Annual Current Budget B £'000	Forecast Over or (under) spend C £'000		
<b>Transport</b>					
Highways & Traffic Management	7,581	7,457	124	ADV	Overspend in Highways and Traffic Management, due to the costs of interim agency staff and a recruitment campaign to fill vacancies, and contributions to the West of England Joint Transport Plan.
Transport & Parking Services - Parking	(6,322)	(6,487)	165	ADV	Overspend due to reduced bus lane income due to technical issues this year, which are now resolved.
Transport & Parking Services - Public & Passenger Transport	3,529	3,877	(348)	FAV	Reduction on fare values within concessionary fares, bus revenue support and park & ride.
<b>Sub Total</b>	<b>4,788</b>	<b>4,847</b>	<b>(59)</b>	<b>FAV</b>	
<b>TOTAL</b>	<b>125,304</b>	<b>123,272</b>	<b>2,032</b>	<b>ADV</b>	
<b>Less: Carry Forward Requests</b>			188		
<b>Revised Outturn Position</b>			<u>2,221</u>		

This page is intentionally left blank

**Budget Items to be considered for carry forward to  
2017/18**

**TABLE 1: Over and under spends already approved under  
Budget Management scheme (BMS) and Statutory  
Requirements (SR)**

This table is for **information** - no decision is required

<b>Under spend Carry Forward Requests - approved under rules of BMS – 2016/17 to 2017/18 or already agreed by the Cabinet</b>	<b>Requested approval £</b>	<b>Already Approved under BMS/ SR £</b>	<b>Director</b>
<b><u>Children’s Service Portfolio</u></b> The Dedicated Schools’ Grant is ring-fenced, the under spend will be automatically carried forward into 2017/18.	2,014,096	2,014,096	MB
<b>Total (Net position)</b>	<b>2,014,096</b>	<b>2,014,096</b>	

## Appendix 4 (cont)

**TABLE 2:**  
**For Decision** - Under spend carry forward requests not automatically approved

Under spend Carry Forward Requests - those <u>not</u> approved under rules of BMS – 2016/17 to 2017/18	Requested approval £	Already Approved under BMS £	Dir	Reported by BMS Deadline (Jan'17)
<b><u>Leader Portfolio</u></b>				
<b>(L1) – Strategy &amp; Performance – Christmas Lights:</b> Carry Forward of underspend to cover costs in 2017/18	7,000		AP	No
<b><u>Economic Development Portfolio</u></b>				
<b>(E1) – Economy &amp; Culture – Arts:</b> Commemorating the national World War One Centenary with project ongoing throughout 2017/18.	15,000		LF	Yes
<b>(E2) – Economy &amp; Culture – Repairs to war memorial in Royal Victoria Park:</b> This is to contribute to an application for funding to the War Memorials Trust, to carry out repairs to the war memorial in RVP Bath in time for Armistice Day marking the end of WW1 in November 2018.	15,000		LF	Yes
<b><u>Community Service Portfolio</u></b>				
<b>(C1) – Waste &amp; Fleet Services – Service Redesign Work:</b> Carry forward of underspend as some of the work has slipped into 2017/18.	22,000		LF	Yes
<b><u>Homes &amp; Planning Portfolio</u></b>				
<b>(H1) – Development Management – Core Strategy Review:</b> This is to cover the cost of evidence base work which has been delayed, whilst much of the work has been started some elements will be completed in 2017/18.	55,000		LF	Yes

<b>(H2) – Development Management – Gypsy &amp; Traveller Sites:</b> Planned Gypsy and traveller site allocation works not started in 2016/17, with future commitment to complete in 2017/18.	68,000		LF	Yes
<b>(H3) – Development Management – Supplementary Planning Documents:</b> Work on SPD's has been delayed and the following projects will be taken forward in 2017/18: <ul style="list-style-type: none"> <li>• Planning Obligations SPD</li> <li>• Design SPD</li> <li>• Locally Listed Buildings SPD</li> </ul>	6,300		LF	Yes
<b>TABLE 2 TOTAL</b>	<b>188,300</b>			

**TABLE 3:**

**For Decision - Requests for overspend write off from services in 2016/17**

<b>Requests to write off overspends</b>	<b>Request £</b>	<b>Already approved under BMS £</b>	<b>Director</b>
<b><u>Children's Services</u></b> Net position on Children's Services	1,492,000		MB
<b><u>Adult Social Care &amp; Health</u></b> Net position on Adult Social Care & Health	1,970,000		MB
<b>Total</b>	<b>3,462,000</b>	0	

This column lists the figures requested

This column indicates where figures are approved within the rules of BMS. If no figure it will need decision to approve it

This page is intentionally left blank

**Appendix 5**

<b>Corporate Earmarked Reserves</b>	
Insurance Fund	1774
Capital Financing / Service Supported Borrowing Reserve	8521
Revenue Budget Contingency*	1935
Transformation Investment Reserve	2595
Business Rates Reserve	1633
City Deal Smoothing Reserve	792
Affordable Housing & Capital Development Reserve	3000
Restructuring & Severance Reserve	76
Financial Planning Reserve	3609
Dedicated Schools Grant Carry Forward Reserve	2014
Public Health Grant Reserve	282
Community Empowerment Fund	324
Development Fund Reserve	129
Revenue Grants Unapplied	1033
Tax & Liabilities Reserve	560
Revenue Funding of Capital Reserve	432
Other	210
<b>Sub Total</b>	<b>28919</b>
* Balance excludes any allocations agreed from the Revenue Budget Contingency	

This page is intentionally left blank

**2016/17 Revenue Virements for Approval**

Appendix 6 (i)

<u>REF NO</u>	<u>REASON / EXPLANATION</u>	<u>CABINET MEMBER</u>	<u>TRANSFER FROM</u>	<u>Income</u>	<u>Expenditure</u>	<u>CABINET MEMBER</u>	<u>TRANSFER TO</u>	<u>Income</u>	<u>Expenditure</u>	<u>DESCRIPTION</u>	<u>ONGOING EFFECTS</u>
			<u>CASHLIM</u>	<u>(£'s)</u>	<u>(£'s)</u>		<u>CASHLIM</u>	<u>(£'s)</u>	<u>(£'s)</u>		
The following virements are reported for approval under the Budget Management Scheme rules.											
<b>OVERALL TOTALS</b>				0	0			0	0		
					0				0		

**2016/17 Revenue Virements for Information**

REF NO	REASON / EXPLANATION	CABINET MEMBER	TRANSFER FROM  CASHLIM	Income	Expenditure	CABINET MEMBER	TRANSFER TO  CASHLIM	Income	Expenditure	DESCRIPTION	ONGOING EFFECTS
				(£'s)	(£'s)			(£'s)	(£'s)		

The following virements have either been previously approved, are technical in nature or are below limits within BMS that require approval, and therefore are reported for information only.

INFO 16#40	Education Services Grant Reduction	Finance & Efficiency	Corporate Budgets incl. Capital, Audit & Bank Charges		21,156	Children's Services	Health, Commissioning & Planning		21,156	Transfer of corporately held contingency budget for the impact of reduction in Education Services Grant (ESG) in relation to schools transferring to Academies. This relates to non-school services funded by the ESG.	Budget virement is on- going.
INFO 16#41  Page 200	Severance Reserve Drawdown	Finance & Efficiency	Balances (Severance Reserve)		2,795,353	Leader	Various		324,264	Drawdown from Severance & Restructuring Reserve to fund 2016/17 associated expenditure.	Budget virement is one- off.
						Finance & Efficiency	Various		1,131,951		
						Adult Social Care & Health	Adult Services		35,779		
						Children's Services	Health, Commissioning & Planning		253,434		
						Homes & Planning	Various		51,148		
						Economic Development	Economy & Culture		142,308		
						Community Services	Various		727,158		
						Transport	Various		129,311		
INFO 16#42	Financial Planning Reserve Drawdowns	Finance & Efficiency	Balances (Financial Planning Reserve)		1,264,850	Leader	Council Solicitor & Democratic Services		49,798	Drawdown from Financial Planning Reserve	Budget virement is one- off.
						Finance & Efficiency	Various		625,561		
						Adult Social Care & Health	Adult Services		14,000		
						Children's Services	Various		341,800		
						Economic Development	Various		163,122		
						Community Services	Libraries & Information		70,569		

**2016/17 Revenue Virements for Information**

REF NO	REASON / EXPLANATION	CABINET MEMBER	TRANSFER FROM	Income	Expenditure	CABINET MEMBER	TRANSFER TO	Income	Expenditure	DESCRIPTION	ONGOING EFFECTS
			CASHLIM	(£'s)	(£'s)		CASHLIM	(£'s)	(£'s)		
INFO 16#43	Revenue Budget Contingency Drawdowns	Finance & Efficiency	Balances (Revenue Budget Contingency)		183,360	Homes & Planning	Development		60,000	Revenue Budget Contingency Drawdowns	Budget virement is one-off.
						Finance & Efficiency	Customer Services		17,030		
							Corporate Budgets incl. Capital, Audit & Bank Charges		4,000		
						Economic Development	Regeneration		52,330		
							Economy & Culture		50,000		
INFO 16#44	WoECA Cost Contribution	Finance & Efficiency	Corporate Budgets incl. Capital, Audit & Bank Charges	250,000		Finance & Efficiency	Balances (Revenue Budget Contingency)		250,000	Transfer to Revenue Budget Contingency Reserve.	Budget virement is one-off.
INFO 16#45	Transitional Grant Contingency	Finance & Efficiency	Corporate Budgets incl. Capital, Audit & Bank Charges	905,260		Finance & Efficiency	Balances (Revenue Budget Contingency)		905,260	Transfer to Revenue Budget Contingency Reserve.	Budget virement is one-off.
Page 201 INFO 16#46	Strategic Reserve Reserve Drawdowns	Finance & Efficiency	Balances (Strategic Review Reserve)		930,074	Leader	Strategy & Performance		12,505	Drawdown from Strategic Review Reserve.	Budget virement is one-off.
						Finance & Efficiency	Various		634,357		
						Transport	Transport & Parking Services - Parking		80,007		
						Children's Services	Health, Commissioning & Planning		37,071		
						Economic Development	Economy & Culture		54,000		
						Community Services	Various		112,134		
INFO 16#47	Leisure Model	Finance & Efficiency	Balances (Earmarked Reserve)		248,000	Community Services	Public Protection & Health Improvement - Leisure		248,000	Drawdown of Invest to Save funding from reserves.	Budget virement is one-off.
INFO 16#48	Development Delivery Plan	Finance & Efficiency	Balances (Earmarked Reserve)		20,082	Economic Development	Regeneration		20,082	Drawdown of funding from service earmarked reserve.	Budget virement is one-off.
INFO 16#49	Social Care Reserve	Finance & Efficiency	Balances (Earmarked Reserve)		954,848	Adult Social Services & Health	Adult Services		954,848	Drawdown of funding from service earmarked reserve.	Budget virement is one-off.
INFO 16#50	Care Act Reserve	Finance & Efficiency	Balances (Earmarked Reserve)		494,152	Adult Social Services & Health	Adult Services		494,152	Drawdown of funding from service earmarked reserve.	Budget virement is one-off.

**2016/17 Revenue Virements for Information**

REF NO	REASON / EXPLANATION	CABINET MEMBER	TRANSFER FROM	Income	Expenditure	CABINET MEMBER	TRANSFER TO	Income	Expenditure	DESCRIPTION	ONGOING EFFECTS
			CASHLIM	(£'s)	(£'s)		CASHLIM	(£'s)	(£'s)		
INFO 16#51	Public Health Reserve	Adult Social Services & Health	Public Health		44,979	Finance & Efficiency	Balances (Earmarked Reserve)		44,979	Transfer to service earmarked reserve.	Budget virement is one-off.
INFO 16#52	Drug Action Team Reserve	Adult Social Services & Health	Adult Services		99,630	Finance & Efficiency	Balances (Earmarked Reserve)		99,630	Transfer to service earmarked reserve.	Budget virement is one-off.
INFO 16#53	IT Reserve	Finance & Efficiency	Balances (Earmarked Reserve)		137,000	Finance & Efficiency	Information Technology		137,000	Drawdown of funding from service earmarked reserve.	Budget virement is one-off.
INFO 16#54	VAT Reserve Drawdown	Finance & Efficiency	Balances (Earmarked Reserve)		50,000	Finance & Efficiency	Finance		50,000	Drawdown of funding from service earmarked reserve.	Budget virement is one-off.
INFO 16#55	Audit Partnership Reserve	Finance & Efficiency	Risk & Assurance Services		88,820	Finance & Efficiency	Balances (Earmarked Reserve)		88,820	Transfer to service earmarked reserve.	Budget virement is one-off.
INFO 16#56	Carbon Management Reserve Drawdown	Finance & Efficiency	Balances (Earmarked Reserve)		10,027	Leader	Strategy & Performance		10,027	Drawdown of funding from service earmarked reserve.	Budget virement is one-off.
INFO 16#57	Community Enablement Reserve Drawdown	Finance & Efficiency	Balances (Earmarked Reserve)		4,086	Leader	Strategy & Performance		4,086	Drawdown from Community Enablement Fund	Budget virement is one-off.
INFO 16#58	Combe Down Stone Mine 100 Year Grant Reserve Drawdown	Finance & Efficiency	Balances (Earmarked Reserve)		87,488	Economic Development	Project Delivery		87,488	Drawdown from Combe Down Stone Mines unapplied revenue grant reserve.	Budget virement is one-off.
INFO 16#59	VAT Reserve Transfer	Finance & Efficiency	Corporate Budgets incl. Capital, Audit & Bank Charges		71,000	Finance & Efficiency	Balances (Earmarked Reserve)		71,000	Transfer of VAT refund to Service Earmarked Reserve.	Budget virement is one-off.
INFO 16#60	RIF Interest Reserve Transfer	Finance & Efficiency	Capital Financing / Interest		114,960	Finance & Efficiency	Balances (Earmarked Reserve)		114,960	Transfer of RIF interest received to Service Earmarked Reserve.	Budget virement is one-off.
INFO 16#61	Revenue Grants Unapplied	Community Services	Neighbourhoods & Environment - Waste & Fleet Services		143,081	Finance & Efficiency	Balance & Reserves		143,081	Technical accounting adjustment to fully recognise unconditional revenue grants fully in year of receipt.	Budget virement is one-off.
INFO 16#62	DSG & Schools Reserves Transfers	Children's Services	Schools Budget		1,023,029	Finance & Efficiency	Balances & Reserves		1,023,029	Net transfer to reserves to reflect automatic carry forward of year end DSG underspend and transfers from school balances.	Budget virement is one-off.
INFO 16#63	MRP Policy Change 2016/17 Savings	Finance & Efficiency	Capital Financing		3,000,000	Finance & Efficiency	Balances		3,000,000	Transfer of savings from change to MRP Policy to unearmarked reserves as per February 2017 Budget Report	Budget virement is one-off.

**2016/17 Revenue Virements for Information**

REF NO	REASON / EXPLANATION	CABINET MEMBER	TRANSFER FROM	Income	Expenditure	CABINET MEMBER	TRANSFER TO	Income	Expenditure	DESCRIPTION	ONGOING EFFECTS
			CASHLIM	(£'s)	(£'s)		CASHLIM	(£'s)	(£'s)		
INFO 16#64	E Transaction Costs	Finance & Efficiency	Finance		72,171	Finance & Efficiency	Corporate Budgets incl. Capital, Audit & Bank Charges		72,171	Transfer of budget held for expenditure accepting credit card payments. This virement is moving this budget into the Corporate bank charges budget.	Budget virement is on going.
INFO 16#65	Christmas Light Displays	Economic Development	Heritage	100,000		Community Services	Place - Overheads		100,000	The Strategic Director of Place previously agreed (LOG16#03) for a one-off transfer of budget from their overhead budget to fund the 2016 Christmas lights display. This virement is funding the budget from an increase in Heritage income.	Budget virement is one-off.
INFO 16#66	Place Savings Targets	Economic Development	Economy & Culture		10,000	Community Services	Place - Overheads		74,494	Strategic Director's re-allocation of the Place savings target to individual services within the Place Directorate.	Budget virement is on going.
		Transport	Highways & Traffic Management		64,494						
INFO 16#67	Audit West Rent	Finance & Efficiency	Risk & Assurance		33,000	Finance & Efficiency	Commercial Estate	33,000		Transfer of budget to Commercial Estate to cover rent of office space by Audit West.	Budget virement is on-going.
INFO 16#68	Community Safety	Leader	Strategy & Performance		20,500	Finance & Efficiency	Customer Services		36,000	Transfer of Community Safety budgets relating to administration and taxi marshals to support the Business Improvement District.	Budget virement is on going.
		Economic Development	Economy & Culture		15,500						
INFO 16#69	People & Communities Savings	Children's Services	Health, Commissioning & Planning		7,870	Children's Services	Children, Young People & Families		6,189	Re-alignment of People & Communities savings targets.	Budget virement is one-off.
			Adult Social Care & Health	Adult Services			1,681				
INFO 16#70	DSG Re-Profiling	Children's Services	Learning & Inclusion		10,424,958	Children's Services	Health, Commissioning & Planning		114,373,438	Re-Profiling of cash limits within Education to reflect the actual services' DSG spend in 2016/17.	Budget virement is one-off.
			Schools' Budgets		103,948,480						
<b>OVERALL TOTALS</b>				<b>1,255,260</b>	<b>126,382,948</b>			<b>33,000</b>	<b>127,605,208</b>		<b>127,638,208</b>

This page is intentionally left blank

**Portfolio Cash Limits 2016/17 - Revenue Budgets**
**Appendix 6(ii)**

CABINET PORTFOLIO	Service	Feb'17 Approved Cash Limits	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements for Approval	Outturn Revised Cash Limits
		£'000	£'000	£'000	£'000
<b>Leader</b>	Council Solicitor & Democratic Services	2,550	241		2,791
	Strategy & Performance	2,880	139		3,019
	<b>PORTFOLIO SUB TOTAL</b>	<b>5,430</b>	<b>380</b>		<b>5,810</b>
<b>Finance &amp; Efficiency</b>	Finance	2,201	407		2,608
	People Services	527	19		546
	Risk & Assurance Services	1,016	(122)		894
	Information Technology	4,501	186		4,687
	Customer Services	2,606	663		3,269
	Human Resources	441	395		836
	Property Services	2,447	680		3,127
	Corporate Estate Including R&M	1,994			1,994
	Commercial Estate	(14,988)	33		(14,955)
	Traded Services	58			58
	Strategic Director - Resources	110			110
	Corporate items (Procurement Savings)	(150)			(150)
	Hsg / Council Tax Benefits Subsidy	(195)			(195)
	Capital Financing / Interest	7,480	(3,115)		4,365
	Unfunded Pensions	1,679			1,679
	Corporate Budgets incl. Capital, Audit & Bank Charges	879	(962)		(83)
	New Homes Bonus Grant	(5,199)			(5,199)
	Magistrates	17			17
Coroners	305			305	
Environment Agency	222			222	
	<b>PORTFOLIO SUB TOTAL</b>	<b>5,950</b>	<b>(1,815)</b>		<b>4,135</b>
<b>Adult Social Care &amp; Health</b>	Adult Services	57,357	1,401		58,758
	Public Health		(45)		(45)
	Adult Substance Misuse (Drug Action Team)	539			539
	<b>PORTFOLIO SUB TOTAL</b>	<b>57,896</b>	<b>1,356</b>		<b>59,252</b>
<b>Children's Services</b>	Children, Young People & Families	12,579	210		12,790
	Learning & Inclusion	15,807	(10,400)		5,407
	Health, Commissioning & Planning	(108,743)	114,791		6,048
	Schools Budget	108,537	(104,972)		3,565
	<b>PORTFOLIO SUB TOTAL</b>	<b>28,181</b>	<b>(371)</b>		<b>27,810</b>
<b>Homes &amp; Planning</b>	Development Management	1,740	90		1,830
	Building Control & Land Charges	220			220
	Housing	1,383	21		1,404
	<b>PORTFOLIO SUB TOTAL</b>	<b>3,343</b>	<b>111</b>		<b>3,454</b>
<b>Economic Development</b>	Economy & Culture	1,274	153		1,427
	World Heritage	147			147
	Heritage	(5,685)	35		(5,650)
	Project Delivery		87		87
	Regeneration	317	169		486
	<b>PORTFOLIO SUB TOTAL</b>	<b>(3,946)</b>	<b>444</b>		<b>(3,502)</b>
<b>Community Services</b>	Place Overheads	329	174		504
	Public Protection & Health Improvement - Regulatory & Active Lifestyles	1,865	179		2,043
	Neighbourhoods & Environment - Waste & Fleet Services	14,330	154		14,484
	Neighbourhoods & Environment - Parks & Bereavement Services	1,578	122		1,700
	Libraries & Information	1,505	312		1,817
	Public Protection & Health Improvement - Leisure	670	248		918
	<b>PORTFOLIO SUB TOTAL</b>	<b>20,277</b>	<b>1,189</b>		<b>21,467</b>

**Portfolio Cash Limits 2016/17 - Revenue Budgets**

**Appendix 6(ii)**

CABINET PORTFOLIO	Service	Feb'17 Approved Cash Limits	Technical Adjustments, below BMS limits or already agreed - shown for information	Total Virements for Approval	Outturn Revised Cash Limits
		£'000	£'000	£'000	£'000
<b>Transport</b>	Highways & Traffic Management	7,500	(43)		7,457
	Transport & Parking Services - Parking	(6,644)	158		(6,487)
	Transport & Parking Services - Public & Passenger Transport	3,847	30		3,877
	<b>PORTFOLIO SUB TOTAL</b>	<b>4,703</b>	<b>145</b>		<b>4,847</b>
	<b>NET BUDGET</b>	<b>121,833</b>	<b>1,439</b>		<b>123,272</b>
<b>Sources of Funding</b>					

Council Tax	77,847			77,847
Revenue Support Grant*	14,423			14,423
Retained Business Rates	22,509			22,509
Collection Fund Deficit (-) or Surplus (+)	(385)			(385)
Balances	7,440	1,439		8,878
<b>Total</b>	<b>121,833</b>	<b>1,439</b>		<b>123,272</b>

Capital Outturn Summary - April 2016 - March 2017

APPENDIX 7

FINANCIAL YEAR 2016-2017	Actuals	Budget	Variance	Requested Re-phasing			Overspend / (Underspend) Adjustment to Programme		
				+ Over	- Under	Total	+ Over	- Under	Total
	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's	£' 000's
Place	31,437	44,322	(12,885)	900	(13,066)	(12,165)	2	(722)	(720)
Resources	13,336	19,142	(5,806)	20	(5,822)	(5,802)	1	(5)	(4)
People & Communities	9,136	13,127	(3,991)	79	(4,045)	(3,965)	0	(25)	(25)
<b>Total</b>	<b>53,910</b>	<b>76,591</b>	<b>(22,681)</b>	<b>1,000</b>	<b>(22,932)</b>	<b>(21,932)</b>	<b>3</b>	<b>(752)</b>	<b>(749)</b>
Capital Contingency	0	2,000	(2,000)	0	(2,000)	(2,000)	0	0	0
<b>GRAND TOTAL</b>	<b>53,910</b>	<b>78,591</b>	<b>(24,681)</b>	<b>1,000</b>	<b>(24,932)</b>	<b>(23,932)</b>	<b>3</b>	<b>(752)</b>	<b>(749)</b>

This page is intentionally left blank

## Detailed Capital Variance and Re-phasing Requests 2016/2017

## Appendix 8

FINANCIAL YEAR 2016-2017	Requested Rephasing				Total Under/Over spend £'000	Commentary
	Variance £'000	Over £'000	Under £'000	Total £'000		
<b>PLACE</b>						
<b>Environmental Services</b>						
Highways Maintenance Programme	(362)		(362)	(362)	0	Grant funded
Transport Improvement Programme	(629)		(629)	(629)	0	Grant funded
Cycle City Ambition / 7 Dials	(33)		(33)	(33)	0	Grant funded
Kennet & Avon Tow Path & Cycle Parking	(30)		(30)	(30)	0	Grant funded, spend straddles year end
Street Lighting - LED Replacement Programme	146	146		146	0	Multi year project (16/17 & 17/18), likely to be completed Jun-17
Victoria Bridge	(28)		(28)	(28)	0	Almost complete, final residual costs expected early 17/18, at which point residual underspend can be declared (and will reduce Capital Contingency required)
Batheaston Bridge	(4)		(4)	(4)	0	Almost complete, final residual costs expected early 17/18, at which point residual underspend can be declared (and will reduce Corporate Supported Borrowing)
A431 Kelston Road Stabilisation	(89)			0	(89)	Scheme completed within budget
Rossiter Road	(5)			0	(5)	Scheme completed within budget
Park and Ride East of Bath Project Development	25	25		25	0	Rephased to 2017/18
Keynsham Town Centre	(80)		(80)	(80)	0	Spend straddles year end, scheme constructed Mar-May, implemented May17
Bath Cycle Action Plan - Bath Quays Scheme	(42)		(42)	(42)	0	Grant funded, spend straddles year end
Speed Enforcement Cameras	(49)		(49)	(49)	0	Unforeseen delay in installing camera - completed Apr-17.
Bath Transport Package - Main Scheme	(2,800)		(2,800)	(2,800)	0	Budgets to be reviewed in early 17/18
Better Bus Fund	(34)		(34)	(34)	0	Delay in delivering BBAF2, agreement to carry forward grant funding.
Parking - Vehicle Replacement Programme	(15)		(15)	(15)	0	Mopeds - funding to link in with OLEV funding when agreed
Pay & Display Machines - New Coin Acceptance	2			0	2	
Passenger Transport Vehicles	(100)		(100)	(100)	0	Carry forward needed as lead time on purchase of new vehicle, Vehicle to be delivered 17-18
Neighbourhoods - Bin and Bench Replacement	(6)		(6)	(6)	0	Project continues into 2017/18
Waste Re-provision feasibility work	(84)		(84)	(84)	0	Project continues into 2017/18
Waste Project - relocation of cleansing	(131)		(131)	(131)	0	Project continues into 2017/18
Waste Operations - Relocation	(3,205)		(3,205)	(3,205)	0	Project continues into 2017/18
Waste Vehicles	(130)		(130)	(130)	0	Project continues into 2017/18
Vehicle Replacement: Neighbourhoods	(212)		(212)	(212)	0	Project continues into 2017/18
Parks Vehicles	(8)			0	(8)	
Cleansing Vehicles	(274)		(265)	(265)	(9)	Project continues into 2017/18
Allotments	(42)		(10)	(10)	(32)	Project continues into 2017/18
Beechen Cliff Woodland & Other Open Spaces Improvements	(42)		(42)	(42)	0	Project continues into 2017/18
Play Equipment	(42)		(42)	(42)	0	Project continues into 2017/18
Sydney Gardens	(246)		(246)	(246)	0	Project continues into 2017/18
Parks Service Schemes	(291)		(291)	(291)	0	Project continues into 2017/18
Parade Gardens Infrastructure for Business Development	(14)		(14)	(14)	0	Project continues into 2017/18
Environmental Protection Vehicles	(14)		(14)	(14)	0	Dependent on outcome of service review
Leisure Dilapidations	(581)		0	0	(581)	To be removed from Programme - associated costs to be managed through the Bath Leisure Centre Refurbishment Scheme
Bath Leisure Centre Refurbishment	(743)		(743)	(743)	0	Project continues into 2017/18 as planned
Leisure - Council Client / Contingency	369	369		369	0	Project continues into 2017/18 as planned, rephased spend as incurred earlier than budgeted
Bath Recreation Ground Trust - Leisure	(10)		(10)	(10)	0	Project continues into 2017/18 as planned
Keynsham Leisure Centre - Land Assembly	(227)		(227)	(227)	0	Project continues into 2017/18 as planned
<b>Sub Total - Environmental Services</b>	<b>(10,061)</b>	<b>540</b>	<b>(9,881)</b>	<b>(9,341)</b>	<b>(720)</b>	
<b>Community Regeneration</b>						
Roman Baths Development: East Baths Development	39	39		39	0	Year end reconciliation of spend and funding now carried out, project budget and funding to be realigned during 2017/18
Heritage Infrastructure Development	(94)		(94)	(94)	0	The balance will be required to complete ongoing schemes in 2017-18
Roman Baths Archway Centre	(26)		(26)	(26)	0	Slight delay to scheme due to late approval to commence works from the HLF. The balance will be required to fund the scheme in 2017-18.
Heritage: Victoria Art Gallery Air Conditioning	(141)		(141)	(141)	0	Due to the technical complexity of the scheme the specification has only just been resolved. However, the total cost of the scheme is now estimated to be £190k.
Disabled Facilities Grant	(6)		(6)	(6)	0	Minor underspend - grant funded
Affordable Housing	(270)		(270)	(270)	0	Realignment of Budgets due in early 17/18
BWR - Council Project Team	48	48		48	0	Carry forward overspend to deduct from 17/18 budget.
BWR - Relocation of Gas Holders	(370)		(370)	(370)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
BWRE/Green Park	(25)		(25)	(25)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
Public Realm-Pattern Book	3	3		3	0	Slight profiling issue. Request to deduct from the 17-18 budget of £61K
Public Realm-Team Costs	5	5		5	0	Slight profiling issue. Request to deduct from the 17-18 budget of £10K
Public Realm-City Information Scheme	64	64		64	0	Profiling issue. Request to deduct from the 17-18 budget of £118K
NRR Infrastructure	(116)		(116)	(116)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.

FINANCIAL YEAR 2016-2017	Requested Rephasing					Commentary
	Variance	Over	Under	Total	Total Under/Over spend	
	£'000	£'000	£'000	£'000	£'000	
London Road Regeneration	49	49		49	0	Request to drawdown on the approved contingency budget of £50k in 2017/18.
Bath Quays Waterside - Strategic Flooding Solution	(919)		(919)	(919)	0	Works continuing next year. The balance will be required to complete the scheme in 17-18
River Corridor & RoSPA safety works	(152)		(152)	(152)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
Cattlemarket/Cornmarket	(22)		(22)	(22)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
Digital B&NES (was BDUK)	(23)		(23)	(23)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
Somer Valley Business Centres (was: Midsomer Norton Business Centre)	14	14		14	0	
Bath Quays South	(198)		(198)	(198)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
Bath Quays North	40	40		40	0	
Bath Quays Bridge & Linking Infrastructure	(823)		(823)	(823)	0	Scheme continues in 17-18. Monies required to fund the remainder of the scheme.
Bath Quays Delivery	44	44		44	0	Slight profiling issue. Request to deduct from the 17-18 budget.
Radstock and Westfield Implementation Plan	10	10		10	0	Slight profiling issue. Request to deduct from the 17-18 budget.
Saw Close Development Works	42	42		42	0	Slight profiling issue. Request to deduct from the 17-18 budget.
South Road Car Park	4	4		4	0	Slight profiling issue. Request to deduct from the 17-18 budget.
<b>Sub Total - Community Regeneration</b>	<b>(2,824)</b>	<b>361</b>	<b>(3,185)</b>	<b>(2,824)</b>	<b>0</b>	
<b>Total PLACE</b>	<b>(12,885)</b>	<b>900</b>	<b>(13,066)</b>	<b>(12,165)</b>	<b>(720)</b>	
<b>PEOPLE &amp; COMMUNITIES</b>						
<b>Children's Services</b>						
Schools Capital Maintenance Programme 2015/16	(838)		(838)	(838)	0	Schemes continue into 2017-18
Schools Minor Works and DDA Schemes	(190)		(190)	(190)	0	Schemes continue into 2017-18
School Energy Invest to Save Fund	17	17		17	0	Schemes continue into 2017-18 - deduct overspend from 17-18 budget
Early Years - 2yr Olds Funding / S106	(2)		(2)	(2)	0	Schemes continue into 2017-18
Client Data System for Children's Social Services	(2)		(2)	(2)	0	Request to use to offset small overspend on Adults client element of data system
St Mary's Writhlington Replace Classroom Block	(9)		(9)	(9)	0	Scheme to be completed in 2017-18
Weston All Saints Primary School - Basic Need	(117)		(117)	(117)	0	Scheme to be completed in 2017-18
Castle Primary School - Basic Need	(239)		(239)	(239)	0	Scheme to be completed in 2017-18
St Saviour's Junior School - Basic Need	(8)		(8)	(8)	0	Scheme to be completed in 2017-18
Oldfield Park Junior School - Basic Need	(112)		(112)	(112)	0	Scheme to be completed in 2017-18
Westfield Primary School - Basic Need	(113)		(113)	(113)	0	Scheme to be completed in 2017-18
Paulton Junior School - Basic Need	(308)		(308)	(308)	0	Scheme to be completed in 2017-18
Bishop Sutton Primary School - Basic Need	(159)		(159)	(159)	0	Unspent amount to be returned to Basic Needs pot
St John's School Keynsham classroom refurbishment	(5)		(5)	(5)	0	Scheme to be completed in 2017-18
Basic Needs Feasibility / Option Appraisal	(37)		(37)	(37)	0	Schemes continue into 2017-18
Children's Centre Capital Schemes	(6)		(6)	(6)	0	Schemes continue into 2017-18
MOD Foxhill Mulberry Park - New School Feasibility Study	(9)		(9)	(9)	0	Schemes continue into 2017-18
Bathwick St Mary New School Expansion	(9)		(9)	(9)	0	Scheme to be completed in 2017-18
Schools Devolved Capital	(840)		(840)	(840)	0	Schemes continue into 2017-18
Enslleigh - New Primary School Feasibility Study	(50)		(50)	(50)	0	Schemes continue into 2017-18
Saltford Primary - Basic Need	(113)		(113)	(113)	0	Scheme to be completed in 2017-18
Short Breaks for Disabled Children	(20)		(20)	(20)	0	Schemes continue into 2017-18
Schools LA Contribution to Capital / Private Capital / Seed Challenge / Travel Plans	(103)		(103)	(103)	0	Schemes continue into 2017-18
Youth Projects	(48)		(48)	(48)	0	Schemes continue into 2017-18
Chandag Infants UIFSM	(85)		(85)	(85)	0	Schemes continue into 2017-18
Farmborough Primary BN Feasibility Study	(103)		(103)	(103)	0	Schemes continue into 2017-18
St Marys Writhlington BN Feasibility Study	7	7		7	0	Schemes continue into 2017-18
Whitchurch Primary BN Feasibility Study	(7)		(7)	(7)	0	Schemes continue into 2017-18
Bathampton School Basic Needs	(15)		(15)	(15)	0	Schemes continue into 2017-18
St Michaels Junior School Pratten Building Feasibility Study	1	1		1	0	Overspend amount to be released from Basic Needs pot
Keynsham East New School Feasibility Study - Cost	(5)		(5)	(5)	0	Schemes continue into 2017-18
St Keyna Basic Need Feasibility Study	(19)		(19)	(19)	0	Schemes continue into 2017-18
Somerdale New School Feasibility Costs	(4)		(4)	(4)	0	Schemes continue into 2017-18
St Gregs, St Marks 6th Form	(41)		(41)	(41)	0	Schemes continue into 2017-18
Riverside Youth Hub Development	(95)		(95)	(95)	0	Schemes continue into 2017-18
Ubley Primary Basic Needs	(323)		(323)	(323)	0	Schemes continue into 2017-18
Castle Primary - Phase 4 New Build Feasibility	35	35		35	0	Realignment of all Castle Primary scheme budgets due early 2017/18
St Saviour's Junior - Bulge Year Feasibility Study	(12)		(12)	(12)	0	Schemes continue into 2017-18
Children's Services Capital Schemes	17	17		17	0	Overspend amount to be deducted from 17/18 budget
Wellsway Sports Hall	(25)			0	(25)	Project completed, underspend to be returned to Grants
<b>Sub Total - Children's Services</b>	<b>(3,994)</b>	<b>76</b>	<b>(4,045)</b>	<b>(3,969)</b>	<b>(25)</b>	
<b>Adult Social Care</b>						
Adult Social Care Database replacement	3	3		3	0	Offset by small underspend on Childrens database
<b>Sub Total - Adult Social Care</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	

FINANCIAL YEAR 2016-2017	Requested Rephasing					Commentary
	Variance	Over	Under	Total	Total Under/Over spend	
	£'000	£'000	£'000	£'000	£'000	
<b>Total PEOPLE &amp; COMMUNITIES</b>	<b>(3,991)</b>	<b>79</b>	<b>(4,045)</b>	<b>(3,965)</b>	<b>(25)</b>	
<b>RESOURCES &amp; SUPPORT SERVICES</b>						
<b>Property Services</b>						
Workplaces Programme Delivery	(477)		(477)	(477)	0	Projects continue into 17/18
Keynsham Regeneration & New Build	(1,228)		(1,228)	(1,228)	0	Project continues into 17/18
Corporate Estate Planned Maintenance	(1,011)		(1,011)	(1,011)	0	Project continues into 17/18
Disposals Programme (Minor)	(17)		(17)	(17)	0	Projects continue into 17/18
Commercial Estate Investment Fund	(35)		(35)	(35)	0	Project continues into 17/18
Grand Parade & Undercroft	(31)		(31)	(31)	0	Project continues into 17/18
Equality Act Works	(311)		(311)	(311)	0	Project continues into 17/18
Roseberry Place	(3)		(3)	(3)	0	Project continues into 17/18
1 - 3 James Street West	(115)		(115)	(115)	0	Project continues into 17/18
7 - 9 Lower Borough Walls	(4)		(4)	(4)	0	Project continues into 17/18
Lewis House (Inc Comms Hub & OSS)	(4)			0	(4)	Project Complete
The Hollies	(25)		(25)	(25)	0	Project continues into 17/18
Saw Close Development	(7)		(7)	(7)	0	Project continues into 17/18
Victoria Hall	(1)			0	(1)	Project Complete
Bathampton Farmhouse	(40)		(40)	(40)	0	Project continues into 17/18
Cleveland Pools	(100)		(100)	(100)	0	Project continues into 17/18
Acquisitions - Future Revenue Generation	(194)		(194)	(194)	0	Project continues into 17/18
Housing Delivery Vehicle	(670)		(670)	(670)	0	Project continues into 17/19
Property Company Investment	(1,283)		(1,283)	(1,283)	0	Project continues into 17/18
<b>Sub Total - Property Services</b>	<b>(5,555)</b>	<b>0</b>	<b>(5,550)</b>	<b>(5,550)</b>	<b>(4)</b>	
<b>Support Services</b>						
Desktop As a Service - VDI Technology	(40)		(40)	(40)	0	Project continues into 17/18
Customer Services System	20	20		20	0	Rephasing to cover costs incurred earlier than projected
IT Asset Refresh (Servers and Network)	(109)		(109)	(109)	0	Project continues into 17/18
Windows 7 Upgrade	(1)				(1)	Complete
Agresso System Development & 5.6 Upgrade	1			0	1	Complete
<b>Sub Total - Support Services</b>	<b>(129)</b>	<b>20</b>	<b>(149)</b>	<b>(129)</b>	<b>0</b>	
<b>Strategy &amp; Performance</b>						
LAA Performance Reward Grant	(75)		(75)	(75)	0	The Batheaston New Village Hall project has been delayed due to planning issues. The planning application for the scheme is now well advanced and is likely to go before Committee in May/June.
Warmth & Health Homes Programme	(43)		(43)	(43)		Grant Funded
Energy at Home	(4)		(4)	(4)	0	Grant funded - small balance of remaining DECC Grant to be spent early 17/18
<b>Sub Total - Strategy &amp; Performance</b>	<b>(122)</b>	<b>0</b>	<b>(122)</b>	<b>(122)</b>	<b>0</b>	
<b>Total RESOURCES &amp; SUPPORT SERVICES</b>	<b>(5,806)</b>	<b>20</b>	<b>(5,822)</b>	<b>(5,802)</b>	<b>(4)</b>	
Capital Contingency	(2,000)		(2,000)	(2,000)	0	
<b>Grand Total</b>	<b>(24,681)</b>	<b>1,000</b>	<b>(24,932)</b>	<b>(23,932)</b>	<b>(749)</b>	

This page is intentionally left blank

	Revised Budget After February 2017 Cabinet	Approvals to Outturn	Final Budget at Outturn
CAPITAL SCHEME	£'000	£'000	£'000
<b><u>Transport</u></b>			
Bath Transport Package - Main Scheme	4,650	-536	4,114
Rossiter Road	40	0	40
Batheaston Bridge	1	0	1
Transport Improvement Programme	2,763	-19	2,744
Cycle City Ambition	51	0	51
Victoria Bridge	31	0	31
A431 Kelston Road Stabilisation	292	-150	142
Highways Maintenance Programme	5,409	0	5,409
Park and Ride East of Bath Project Development	406	0	406
Parking - Vehicle Replacement Programme	15	0	15
Pay & Display Machines - New Coin Acceptance	0	67	67
Passenger Transport Vehicles	180	0	180
Better Bus Fund	51	0	51
Kennet & Avon Tow Path & Cycle Parking	643	0	643
Street Lighting - LED Replacement Programme	2,140	0	2,140
Keynsham Town Centre one way system	133	158	291
Bath Cycle Action Plan - Bath Quays Scheme	104	0	104
Speed Enforcement Cameras	0	50	50
	16,911	-430	16,481
<b><u>Community Services</u></b>			
Vehicle Replacement: Neighbourhoods	692	-446	246
Environmental Protection Vehicles	0	14	14
Waste Vehicles	0	196	196
Allotments	45	0	45
Beechen Cliff Woodland & Other Open Spaces Improvements	108	0	108
Leisure Dilapidations	581	0	581
Neighbourhoods - Bin and Bench Replacement	63	0	63
Play Equipment	174	0	174
Great Dell Walkway	3	0	3
Public WC Conversions	6	0	6
Waste Re-provision feasibility work	133	0	133
Waste Project - relocation of cleansing	200	0	200
Waste Operations - Relocation	3,228	0	3,228
Haycombe Improvements (was Neighbourhoods - Haycombe Cemetery Florist/Café)	19	0	19
Cleansing Vehicles	122	271	393
Sydney Gardens	311	0	311
Parks Vehicles	41	-34	7
Bath Leisure Centre Refurbishment	3,000	0	3,000
Parade Gardens Infrastructure for Business Development	32	0	32
Leisure - Council Client / Contingency	200	0	200
Bath Recreation Ground Trust - Leisure	500	0	500
Keynsham Leisure Centre - Land Assembly	2,500	0	2,500
Parks Service Schemes	345	0	345
	12,303	-0	12,303
<b><u>Economic Development</u></b>			
Odd Down Playing Fields Development	-20	0	-20
Temple Precinct	16	0	16
Heritage Infrastructure Development	134	0	134
Pump Room Electrical Distribution	60	0	60

	Revised Budget After February 2017 Cabinet	Approvals to Outturn	Final Budget at Outturn
<b>CAPITAL SCHEME</b>	£'000	£'000	£'000
Roman Baths Archway Centre	73	0	73
BWR - Council Project Team	101	0	101
NRR Infrastructure	303	0	303
London Road Regeneration	30	0	30
Enterprise Area - Flood Mitigation Phase 1	4,300	0	4,300
BWR - Relocation of Gas Holders	347	0	347
River Corridor & ROSPA safety works	238	0	238
Digital B&NES	784	-3	781
Somer Valley Business Centre	36	0	36
Bath Quays South	265	0	265
Bath Quays North	139	0	139
Bath Quays Bridge & Linking Infrastructure	1,170	0	1,170
Bath Quays Delivery (in addition to EDF Funding in existing programme above)	3,547	0	3,547
Energy at Home	392	0	392
Cattlemarket/Cornmarket	22	0	22
BWRE/Green Park	25	0	25
Radstock and Westfield Implementation Plan	16	0	16
Cleveland Pools	100	0	100
Roman Baths Development: East Baths Development	652	0	652
South Road Car Park	8	0	8
Saw Close Development Works	234	0	234
Heritage: Victoria Art Gallery Air Conditioning	150	0	150
Warmth & Health Homes Programme	163	0	163
Green Investment & Job Opportunities Fund	130	0	130
	13,415	-3	13,412
<b><u>Children's Services</u></b>			
Schools Capital Maintenance Programme	1,325	0	1,325
Schools Devolved Capital	1,435	0	1,435
Weston All Saints Primary - Basic Need	90	0	90
Castle Primary - Basic Need	642	0	642
St Saviour's Junior - Basic Need	54	-2	52
Saltford Primary - Basic Need	850	0	850
Short Breaks for Disabled Children	22	0	22
Early Years - 2yr Olds Funding / S106	2	0	2
Basic Needs Feasibility / Option Appraisal	6	0	6
Schools LA Contribution to Capital / Private Capital / Seed Challenge / Travel Plans	150	0	150
Paulton Junior School - Basic Need	1,506	0	1,506
Youth Projects	48	0	48
Peasedown St John Primary	20	0	20
Client Data System for Children's Social Services	149	0	149
Bishop Sutton Primary School - Basic Need	675	0	675
St Mary's Writhlington Replace Classroom Block	173	0	173
Chandag Infants UIFSM	210	0	210
Schools Minor Works and DDA Schemes	155	0	155
Westfield Primary School - Basic Need	113	0	113
St John's School Keynsham classroom refurbishment	59	0	59
Children's Centre Capital Schemes	30	0	30
Oldfield Park Junior School - Basic Need	129	0	129
Farmborough Primary BN Feasibility Study	31	0	31
Whitchurch Primary BN Feasibility Study	47	0	47
Ensleigh - New Primary School Feasibility Study	2,500	0	2,500
MOD Foxhill Mulberry Park - New School Feasibility Study	19	0	19
Bathwick St Mary New School Expansion	19	0	19
East Harptree - DDA BN Feasibility Study	28	0	28
Bathampton School Basic Needs	15	0	15
St Michaels Junior School Pratten Building Feasibility Study	6	0	6
Keynsham East New School Feasibility Study - Cost	5	0	5

	<b>Revised Budget After February 2017 Cabinet</b>	<b>Approvals to Outturn</b>	<b>Final Budget at Outturn</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>CAPITAL SCHEME</b>			
Farmborough Primary - Basic Need	714	0	714
St Michaels Junior School Replace temporary building	250	0	250
Riverside Youth Hub Development	200	0	200
St Keyna Basic Need Feasibility Study	451	0	451
Somerdale New School Feasibility Costs	4	0	4
Ubley Primary Basic Needs	329	0	329
Castle Primary - Phase 4 New Build Feasibility	20	0	20
St Nicholas Primary - SEN Breakout Unit	20	0	20
St Nicholas Primary - Feasibility Study Expansion	15	0	15
St Saviour's Junior - Bulge Year Feasibility Study	15	2	17
	<b>12,531</b>	<b>0</b>	<b>12,531</b>
<b>Finance &amp; Efficiency</b>			
Workplaces Programme Delivery	1,333	0	1,333
Keynsham Regeneration & New Build	2,138	0	2,138
Lewis House (Inc Comms Hub & OSS)	30	0	30
The Hollies	26	0	26
Corporate Estate Planned Maintenance	2,005	0	2,005
Disposals Programme (Minor)	40	0	40
Commercial Estate Investment Fund	50	0	50
Saw Close Development	17	0	17
Grand Parade & Undercroft	50	0	50
Equality Act Works	465	0	465
Roseberry Place	20	0	20
1 - 3 James Street West	130	0	130
7 - 9 Lower Borough Walls	20	0	20
Key Disposal - Keynsham K2 Charlton Road	1	0	1
Corporate Capital Contingency	2,000	0	2,000
PRMP Pattern Book	5	0	5
City Information Scheme Corporate Project	1	0	1
Victoria Hall	4	0	4
Bathampton Farmhouse	40	0	40
Housing Delivery Vehicle	265	674	939
Property Company Investment	2,633	0	2,633
Westgate Street 30-35 Acquisition	7,762	0	7,762
Acquisitions - Future Revenue Generation	206	0	206
	<b>19,240</b>	<b>674</b>	<b>19,915</b>
<b>Leader</b>			
Desktop As a Service - VDI Technology	100	-40	60
IT Asset Refresh (Servers and Network)	220	40	260
LAA Performance Reward Grant	75	0	75
Windows 7 Upgrade	9	0	9
New Customer Payments & Library Kiosks	5	0	5
Agresso System Development & 5.6 Upgrade	40	0	40
	<b>449</b>	<b>0</b>	<b>449</b>

	<b>Revised Budget After February 2017 Cabinet</b>	<b>Approvals to Outturn</b>	<b>Final Budget at Outturn</b>
<b>CAPITAL SCHEME</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b><u>Homes and Planning</u></b>			
Affordable Housing	495	1,277	1,772
	495	1,277	1,772
<b><u>Adult Social Care &amp; Housing</u></b>			
Disabled Facilities Grant	1,002	131	1,133
Adult Social Care Database replacement	596	0	596
	1,598	131	1,729

<b>TOTAL CAPITAL SCHEME BUDGET</b>	<b>76,942</b>	<b>1,649</b>	<b>78,591</b>
------------------------------------	---------------	--------------	---------------

<b><u>Sources of Funding (£'000)</u></b>			
EU/Government Grant	23,510	-690	22,820
Revenue	1,171	652	1,823
Other Council Support including Borrowing and Capital Receipts	48,536	922	49,459
s106 Contribution	3,336	730	4,066
Other 3rd Party	388	35	423
<b>Total Sources of Funding (£'000)</b>	<b>76,942</b>	<b>1,649</b>	<b>78,591</b>

Capital Virements - Additions & Reductions 2016/2017

Appendix 10 (i)

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP16#086-2016	<b>Bath Transport Package - Main Scheme</b>	Government Grant	-218,000		Place - Environmental Services		-218,000	£218k grant should have been removed as part of Saw Close budget set up. Approved by Single Member Decision E2862
CAP16#087-2016	<b>Bath Transport Package - Main Scheme</b>	Corporate Supported Borrowing	-318,000		Place - Environmental Services		-318,000	£318k CSB should have been removed as part of Saw Close budget set up. Approved by Single Member Decision E2862
CAP16#088-2016	<b>A431 Kelston Road Stabilisation</b>	S106 Contribution	-100,000		Place - Environmental Services		-100,000	Kelston Rd scheme now complete with resulting underspend, further adjustment will follow with rest of underspend once clarified what the final amount is. Approved by Technical Adjustment Jan 17
CAP16#089-2016	<b>A431 Kelston Road Stabilisation</b>	Corporate Supported Borrowing	-50,000		Place - Environmental Services		-50,000	Kelston Rd scheme now complete with resulting underspend, further adjustment will follow with rest of underspend once clarified what the final amount is. Approved by Technical Adjustment Jan 17
CAP16#090-2016	<b>Keysham Town Centre</b>	S106 Contribution	158,280		Place - Environmental Services		158,280	S106 money allocated to cover costs of permanent works required to implement the trial scheme, this involves building a bay and moving the utilities for that bay to go ahead (S106 ref 7J35). Approved by Technical Adjustment Jan 17
CAP16#091-2016	<b>16/17 Rephasing requests</b>	Various	-17,385,966		Various 16/17 Budgets		-17,385,966	16/17 Rephasing requests approved by Cabinet Feb 17
CAP16#092-2016	<b>Transport Improvement Programme</b>	3rd Party Contribution	35,000		Place - Environmental Services		35,000	Specifically funded scheme to reinstate a bus lane on London Rd, fully funded by Network Rail. Approved by Technical Adjustment Feb 17
CAP16#093-2016	<b>IT Asset Refresh (Servers and Network)</b>	Service Supported Borrowing	40,000		Resources - Business Support		40,000	Align the Bring Your Own Device works within IT Asset refresh with Desktop as a service. Approved by Technical Adjustment Feb 17
CAP16#094-2016	<b>Desktop As a Service - VDI Technology</b>	Service Supported Borrowing	-40,000		Resources - Business Support		-40,000	Align the Bring Your Own Device works within IT Asset refresh with Desktop as a service. Approved by Technical Adjustment Feb 17
CAP16#095-2016	<b>Parks Vehicles</b>	Service Supported Borrowing	-34,238		Place - Environmental Services		-34,238	Reallocation of vehicle budgets across Environmental Services in line with service spend. Approved by Technical Adjustment Feb 17
CAP16#096-2016	<b>Waste Vehicles</b>	Service Supported Borrowing	195,670		Place - Environmental Services		195,670	Reallocation of vehicle budgets across Environmental Services in line with service spend. Approved by Technical Adjustment Feb 17
CAP16#097-2016	<b>Cleansing Vehicles</b>	Service Supported Borrowing	270,734		Place - Environmental Services		270,734	Reallocation of vehicle budgets across Environmental Services in line with service spend. Approved by Technical Adjustment Feb 17
CAP16#098-2016	<b>Environmental Protection Vehicles</b>	Service Supported Borrowing	14,000		Place - Environmental Services		14,000	Reallocation of vehicle budgets across Environmental Services in line with service spend. Approved by Technical Adjustment Feb 17

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP16#099-2016	Neighbourhoods - Vehicles	Service Supported Borrowing	-446,166		Place - Environmental Services		-446,166	Reallocation of vehicle budgets across Environmental Services in line with service spend. Approved by Technical Adjustment Feb 17
CAP16#100-2016	Pay & Display Machines - New Coin Acceptance	Service Supported Borrowing	67,000		Place - Environmental Services		67,000	Scheme to convert Pay and Display Machines to accept new coins. Approved by Single Member Decision E2934
CAP16#101-2016	Passenger Transport Vehicles	Service Supported Borrowing	180,000		Place - Environmental Services		180,000	Full approval of Passenger Transport Vehicles scheme approved by Cabinet Feb 17
CAP16#102-2016	Speed Enforcement Cameras	Revenue	50,000		Place - Environmental Services		50,000	Support officers for Road Safety Initiative - Installation and Re-commission Speed Enforcement Cameras. Approved by Single Member Decision E2926
CAP16#103-2016	Digital B&NES	3rd Party Contribution	-3,000		Place - Community Regeneration		-3,000	£3k contribution from BTP for Christmas market Wi-Fi correction as funding change not budget change
CAP16#104-2016	Affordable Housing	Capital Receipts	1,012,423		Place - Community Regeneration		1,012,423	Allocation of provisional budget. Approved by Officer Decision 2/11/16
CAP16#105-2016	Housing Delivery Vehicle - ADL Disposals	Capital Receipts	939,000		Resources - Property Services		939,000	Create budget for ADL disposals funded from capital receipts. Approved by Officer Decision 31/3/17
CAP16#106-2016	Disabled Facilities Grant	Revenue	30,840		Place - Community Regeneration		30,840	Overspend on demand led budget to be covered by revenue contributions. Final spend £1,132,840. Budget £1,002k + £100k reserve leaving shortfall of £30,840
CAP16#107-2016	Disabled Facilities Grant	DFG Reserve	100,000		Place - Community Regeneration		100,000	Reserve drawdown to cover additional funding as previously approved
CAP16#108-2016	Transport Improvement Programme	Government Grant	-1,000		Place - Environmental Services		-1,000	Undertook investigations, but can not implement improvements due to services. Will not pursue a contribution from Ward Members Initiative. Approved by Technical Adjustment Outturn 17
CAP16#109-2016	Transport Improvement Programme	S106 Contribution	-53,048		Place - Environmental Services		-53,048	Following feasibility studies it has been assessed that no specific junction improvement works are feasible within achievable parameters. This specific S106 deposit is ringfenced, so funding to be returned to deposit on Balance Sheet and budget to be reduced in the short term. Approved by Technical Adjustment Outturn 17
<b>OVERALL TOTALS</b>			<b>78,590,802</b>	<b>0</b>		<b>0</b>	<b>78,590,802</b>	
				<b>78,590,802</b>			<b>-78,590,802</b>	

**Capital Virements - Additions & Reductions Future Years**

**Appendix 10 (ii)**

REF NO	REASON / EXPLANATION	TRANSFER / FUNDING FROM	Income (£'s)	Expenditure (£'s)	TRANSFER TO	Income (£'s)	Expenditure (£'s)	Notes
CAP16#013-FY	<b>16/17 Rephasing requests</b>	Various	17,385,966		Various 16/17 Budgets		17,385,966	16/17 Rephasing requests approved by Cabinet Feb 17
CAP16#014-FY	<b>Speed Enforcement Cameras</b>	Revenue/S106 Contributions	70,000		Place - Environmental Services		70,000	Support officers for Road Safety Initiative - Installation and Re-commission Speed Enforcement Cameras in 17/18. Approved by Single Member Decision E2926
CAP16#015-FY	<b>Passenger Transport Vehicles</b>	Service Supported Borrowing	360,000		Place - Environmental Services		360,000	Full approval of Passenger Transport Vehicles 17/18 scheme approved by Cabinet Feb 17
CAP16#016-FY	<b>Bus Lane camera replacement</b>	Service Supported Borrowing	300,000		Place - Environmental Services		300,000	Full approval of Bus Lane Camera Replacement 17/18 scheme. Approved by Single Member Decision E2933
CAP16#017-FY	<b>Highways Maintenance Programme</b>	Government Grant	3,938,000		Place - Environmental Services		3,938,000	Full approval of Highways Maintenance Programme 17/18 scheme approved by Cabinet Feb 17
CAP16#018-FY	<b>Transport Improvement Programme</b>	Government Grant	2,248,524		Place - Environmental Services		2,248,524	Full approval of Transport Improvement Programme 17/18 scheme approved by Cabinet Feb 17
CAP16#019-FY	<b>Affordable Housing</b>	Capital Receipts	1,630,352		Place - Community Regeneration		1,630,352	Allocation of provisional budget. Approved by Officer Decision 2/11/16
CAP16#020-FY	<b>Affordable Housing</b>	Capital Receipts	300,000		Place - Community Regeneration		300,000	Allocation of provisional budget. Approved by Officer Decision 2/11/16
CAP16#021-FY	<b>Housing Delivery Vehicle - ADL Disposals</b>	Capital Receipts	461,000		Resources - Property Services		461,000	Create budget for ADL disposals funded from capital receipts. Approved by Officer Decision 31/3/17
<b>OVERALL TOTALS</b>			<b>64,613,638</b>	<b>0</b>		<b>0</b>	<b>64,613,638</b>	
				<b>64,613,638</b>			<b>-64,613,638</b>	

This page is intentionally left blank