Agenda

Meeting: Executive Consultation with Chief Executive

Venue: Consultation session held via Skype

Date: Tuesday, 21 April 2020 at 10.00 am

Following Government guidance issued on 23 March 2020 regarding public gatherings and social distancing, the Council agreed to invoke the emergency decision making process that is identified in the Council's Constitution to allow the Chief Executive to make all appropriate decisions and to allow for appropriate consultation. This decision will be reviewed should revised guidance on Local Government Decision Making be issued that enables virtual meetings.

The role of the Executive at this informal session is to consider the reports and give a view to the Chief Executive. This is not a formal decision making meeting and that the Chief Executive will use his own discretion after considering the views of the Executive.

Business

1.   **Welcome by the Chairman**

2.   **Minutes of the session held on 14 April 2020**   (Pages 5 to 8)

3.   **Any Declarations of Interest**

MATTERS FOR INFORMATION / DISCUSSION ONLY

4.   **Forward Plan**   (Pages 9 to 20)

DECISIONS TO BE MADE BY THE CHIEF EXECUTIVE IN CONSULTATION WITH THE EXECUTIVE

5. **Revised Library Strategy** - Report of the Assistant Director - Policy, Partnerships and Communities

   (Pages 21 to 74)

   Recommendations:

   - That the Executive supports the revised library strategy *Your Library, your place* and recommends it to the County Council for approval as part of the Council's Policy Framework.

   - That the implementation of the revised library strategy should involve community libraries and engagement with communities.

6. **Lowering the age range of Riccall Community Primary School to 2-11** - Report of the Corporate Director - Children and Young People's Service

   (Pages 75 to 92)

   Recommendations:

   - That proposals and statutory notices be published on 30 April to lower the school age range of Riccall Community Primary School from 1 September 2020.

   - That the Executive schedule taking a final decision on these proposals on 23 June 2020.

7. **Funding Arrangements for A1(M) J47 & Harrogate Rail Line Improvements** – Report of the Corporate Director – Business & Environmental Services

   DEFERRED to 28 April 2020

8. **Grants for Businesses Update** - Report of the Assistant Chief Executive (Legal & Democratic Services)

   (Pages 93 to 98)

   Recommendation:

   That power be delegated to the Corporate Director - Strategic Resources [or in his absence the Assistant Chief Executive (Legal and Democratic Services)] in consultation with the Supply Chain Resilience Board, to determine any decisions regarding supplier relief and to make any consequential decisions to enact that relief.

9. **Other business which the Chief Executive agrees should be considered as a matter of urgency because of special circumstances**

Barry Khan
Assistant Chief Executive
(Legal and Democratic Services)
County Hall
Northallerton
15 April 2020

Executive Members

Name	Electoral Division	Areas of Responsibility
LES, Carl	Richmondshire Catterick Bridge	**Leader of the Council** Communications, safer communities and emergency planning
DADD, Gareth	Hambleton Thirsk	**Deputy Leader of the Council** Finance and Assets and Special Projects inc finance and HR performance management
CHANCE, David	Whitby/Mayfield cum Mulgrave	Stronger Communities - inc Legal and Democratic Services, Corporate Development, Overview and Scrutiny Committees, Area Committees, performance management
DICKINSON, Caroline	Northallerton	Public Health, Prevention and Supported Housing - inc STP issues regarding the Friarage and Darlington Hospitals
HARRISON, Michael	Lower Nidderdale and Bishop Monkton	Health and Adult Services - inc Health and Wellbeing Board, health integration and Extra Care
LEE, Andrew	Cawood and Saxton	Open to Business - inc growth, economic development, planning, waste management, trading standards and business relations
MACKENZIE, Don	Harrogate Saltergate	Access - inc highways, road and rail transport, broadband and mobile phones; and to act as the Council's Digital Infrastructure Champion
MULLIGAN, Patrick	Airedale	Education and Skills - inc early years, schools, apprenticeships, FE colleges and UTC's and engagement with the skills part of the LEP
SANDERSON, Janet	Thornton Dale and the Wold	Children and Young People's Services with responsibility for foster and adoption, children's social care and prevention
WHITE, Greg	Pickering	Customer Engagement inc Contact Centre, web site, libraries, digital and performance management (complaints and compliments)

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North Yorkshire County Council

Chief Executive Decision Session
Consultation with the Executive

Minutes of the virtual meeting held on Tuesday, 14 April 2020 commencing at 10.00 am.

County Councillors present via Skype and phone: Carl Les, David Chance, Gareth Dadd, Caroline Dickinson, Michael Harrison, Andrew Lee, Don Mackenzie, Patrick Mulligan, Janet Sanderson and Greg White.

Officers present via Skype: Richard Flinton, Barry Khan, Gary Fielding, Daniel Harry, and Melanie Carr.

Copies of all documents considered are in the Minute Book

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24.   Welcome by the Leader

The session was chaired by County Councillor Carl Les, who confirmed that the role of the Executive at this informal session was to consider the reports and give a view to the Chief Executive. it was noted that this was not a formal decision making meeting and that where a decision was required, the Chief Executive would use his own discretion after considering the views of the Executive.

25.   Minutes

That the Minutes of the decision session held on 7 April 2020, having been printed and circulated, be taken as read and confirmed by the Chief Executive as a correct record.

26.   Declarations of Interest

County Councillor Carl Les declared an interest in Agenda item 5 – the proposed extension of the loan facility to Welcome to Yorkshire, as a Board member of that organisation.

27.   Shielding and Supporting Communities Update

Considered – a presentation from the Corporate Director for Strategic Resources providing updated data from across the County on:

- The number of vulnerable and shielded residents
- The work of the 23 Community Support Organisations (CSO)
- The process in place for accessing support
- Universal Plus – the CSO supplement offer
- The management of service requests

Gary Fielding, Corporate Director for Strategic Resources confirmed that the new guidance from

Government on personal protective equipment needed clarifying in regards preventing community transmission as it may impact on the County Council's guidelines. Members agreed it was important that the necessary clarification was provided urgently in order to maintain the protection of North Yorkshire County Council (NYCC) staff and external care providers.

Gary Fielding went on to confirm:

- A new testing facility was to be created, possible in York. When had yet to be clarified but it was expected that it would provide testing for NYCC social care staff.
- Nightingale Hospital in Harrogate was likely to take its first patients by the end of the week – approximately 30-50
- Hospitals across the region still had ICU capacity for new patients and were awaiting ventilators to be able to utilise additional hospital space
- Of the 10,019 residents identified as shielding and therefore requiring support, only 7202 had completed the necessary form to enable that to happen. Of those, 1856 had confirmed that they required support, and to date, 1209 of them had received supplies or were due to in the next few days. For the remaining 647, national food contracting had yet to schedule their delivery of supplies.
- GPs were responsible for checking their data to identify other residents who were clinically entitled to be on the shielded list. Whilst some GPS had been proactive, others had yet to do so and appeared unsure of their role in the process, suggesting the guidance for GPs was not clear enough.

In regard to the Community Support Organisations (CSO), it was confirmed that:

- There were no apparent gaps in coverage and they were working well on the whole but would require more support over the coming weeks
- There were no known funding issues but there had been some issues around capacity and expertise in some areas which had all been addressed through the Communities Team.
- Some CSO volunteers had also registered as volunteers on the NHS list creating some duplication.

Finally, it was confirmed that the following would likely to be areas of future focus:

- Mental Health (adults and children)
- Sustaining the CSOs
- Access to cash for those shielding residents who did not have access to online banking

Members expressed concern about the potential number of unknown residents still needing to be identified as requiring support, and questioned who was responsible for ensuring GPs were working effectively in support of the agreed process. It was confirmed that the CCG needed to contact all GPs to clarify and reinforce what was required.

County Councillor David Chance requested regular updates on the work of the Communities Team in support of the CSOs.

As the presentation was for information only, Members were pleased to note the update and agreed to receive further updates as necessary.

28. Proposed Extension of Loan Facility to Welcome to Yorkshire

County Councillor Gareth Dadd, introduced the report which provided background to the previous loan to Welcome to Yorkshire and the reasons for the proposed extension to the loan facility.

Gary Fielding, Corporate Director for Strategic Resources confirmed the interest rate of the loan was 7%

Having declared an interest, County Councillor Carl Les abstained from the debate on the item.

Having noted the reputational risk associated with extending the loan, as detailed in the original loan report at Appendix A, the remaining Members agreed the proposal to extend was a pragmatic approach at this time. They were therefore supportive of extending the loan and agreed to recommend to the Chief Executive that:

(i)   The secured loan facility of up to £500k to Welcome to Yorkshire be extended to 30 November 2021, and;

(ii)   Authority be delegated to the Corporate Director, Strategic Resources and the Assistant Chief Executive (Legal & Democratic Services) to complete the necessary loan funding arrangements with Welcome to Yorkshire.

Please note that this decision has been treated under the special urgency procedure in Access to Information Procedure Rule 16 and call-in has therefore been exempted by the Chairman of the County Council under Overview and Scrutiny Procedure Rule 16.

29.   **Other business which the Chief Executive considered as a matter of urgency because of special circumstances**

There was none.

The meeting concluded at 10:45am

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North Yorkshire County Council

FORWARD PLAN

The decisions likely to be taken by North Yorkshire County Council in the following 12 months are set out below:

Publication Date: 7 April 2020 Last updated: 7 April 2020

Period covered by Plan: up to 31 March 2021

All public Committee meetings of the Council where the public can attend have been suspended. Following on from the Prime Minister's announcement on 23 March 2020 about fundamental restrictions on public travel and movement, the Leader of the Council, Cllr Carl Les, has stopped all public, committee meetings of the Council for the foreseeable future.   The council business will continue but in a different way. Emergency powers have been invoked that enable the Chief Executive, Richard Flinton, to make decisions that would previously have been made by the Council's committees. We will keep the position under review as the Government consider drafting legislation and regulations to allow for virtual meetings and we will consider how best to engage with the public to ensure that good governance, transparency and public engagement is maintained during this time.

PLEASE NOTE:-

In accordance with the Local Authorities (Executive Arrangements)(Meetings and Access to information)(England) Regulations 2012, at least **28 clear days' notice**, excluding the day of notification and the day of decision taking, must be published on the Forward Plan of any intended key decision. It is also a requirement that **28 clear days' notice** is published of the intention to hold a Executive meeting or any part of it in private for the consideration of confidential or exempt information. For further information and advice please contact the Democratic Services and Scrutiny Manager on 01609 533531.

				FUTURE DECISIONS				
Likely Date of Decision	**Decision Taker** (a full list of the membership of the Council and all its Committees is set out in Part 3 of the Constitution)	**Description of Matter** – including an indication if the report contains any exempt (not for publication) information and the reasons for this	**Key Decision** **YES/NO**	**Decision Required**	**Consultees** (ie the identity of the principal groups whom the decision-taker proposes to consult)	**Consultation Process** (ie the means by which any such consultation is to be undertaken)	**How representations may be made and details of Contact Person** (Tel: 0845 034 9494) unless specified otherwise)	**Relevant documents already submitted to Decision Taker**
THE EXECUTIVE								
Standing Item	Executive	TRO's	Yes in most instances	Introduction of Traffic Regulation Orders	Executive Members, local Members, public	Statutory consultation	In writing to the Corporate Director Business and Environmental Services	
Standing Item	Executive	Area Constituency Committee Feedback		As required, but usually for noting	N/A	N/A	N/A	N/A
Standing Item	Executive	Appointments to Outside Bodies and/or recommendations to Council re Committee appointments		Approval of appointments to Outside Bodies and/or making of recommendations to Council re Committee appointments	N/A	N/A	N/A	N/A
Standing Item	Executive	Potential purchase of land for investment purposes **This item will contain exempt information.**	Yes	Following the Executive decision of 15 August 2017 the Executive have agreed an investment strategy of purchasing land of up to £5m where it would provide a suitable return on investment. These	Internal.	None.	Gary Fielding, Corporate Director - Strategic Resources	Once a relevant opportunity is identified the relevant reports will be drafted & circulated to the Executive.

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				opportunities have a quick turnaround time therefore a standard item is included on the Forward Plan to give notice that such a decision may be requested by the Executive.				
TBC	Executive	To consider a proposal to formalise the relationship between NYCC and Brierley Homes Limited in relation to selling sites for development and to set out an initial list of sites that are to be considered. **The final report may contain information of a commercially sensitive nature and so the whole or part of the**	Yes	Whether or not to enter into a promotion and option agreement with Brierley Homes Limited in relation to several sites owned by NYCC.	None	None		None

FUTURE DECISIONS								
Likely Date of Decision	**Decision Taker** (a full list of the membership of the Council and all its Committees is set out in Part 3 of the Constitution)	**Description of Matter** – including an indication if the report contains any exempt (not for publication) information and the reasons for this report may need to be exempt.	**Key Decision** **YES/NO**	**Decision Required**	**Consultees** (ie the identity of the principal groups whom the decision-taker proposes to consult)	**Consultation Process** (ie the means by which any such consultation is to be undertaken)	**How representations may be made and details of Contact Person** (Tel: 0845 034 9494) unless specified otherwise)	**Relevant documents already submitted to Decision Taker**
TBC	Executive	Review of Extra Care provision **The report will contain exempt information**	Yes	Decision to agree to commence a consultation on extra care provision.	Employees and existing providers of Extra Care Provision	Online and face to face engagement and consultation	Michael Rudd Michael.rudd@northyorks.gov.uk	N/A
21 April 2020	Executive	Annual Report of the Looked After Children Members Group	No	To approve the Annual Report of the Chair of the LAC Group	LAC Members Group	LAC group meeting on 24 January 2020	Via Cllr Annabel Wilkinson, Chair of LAC Members Group & Principal Scrutiny Officer – Ray Busby	Young Peoples Overview and Scrutiny Committee meeting 26 June 2020
21 April 2020	Executive	Revised Library Strategy		To consider and recommend to County Council a revised library strategy	Community libraries and internal stakeholders	Consultation document	Assistant Director, Policy, Partnerships and Communities	None
21 April 2020	Executive	0-19 Universal Healthy Child Service (health Visiting and School age service (may contain exempt information)	YES	Seeking approval from members to start a 12 week consultation on a new model of 0-19 universal healthy child service (health visiting and school age service) and inform members of the start of a 4 week consultation on the use of S75	Public and interested parties	12 week public consultation of proposed service model Online consultation period for 4 weeks on use of S75 via the Council's website and jointly with HDFT.	Victoria Ononeze 01609 797045 Emma Lonsdale 01609 535770	Executive meeting 13 August 2019

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21 April 2020	Executive	To seek approval to publish statutory proposal and statutory notice to cease to maintain St Hilda's R.C. Primary School from 31 August 2020	YES	Decision to publish statutory proposal and statutory notice to cease to maintain St Hilda's R.C. Primary School from 31 August 2020	Parents, Staff, Governors, Local Elected Members, District and Parish Councils and other local stakeholders.	Statutory notices published in local newspaper and at school gates; Statutory proposal on website Consultation has also been undertaken previously from 24th February closing on April 6th 2020.	In writing to the Corporate Director- Children and Young People's Service, County Hall, Northallerton, DL7 8AE by 29th May 2020.	Report of 11th February 2020 to Executive Member for Educations and Skills.
21 April 2020	Executive	Lowering the age range of Riccall Community Primary School to 2-11	Yes	To seek approval to publish statutory notices to lower the school age range of Riccall Community Primary School from September 2020	School community, wider community, other schools, Early Years providers.	In February 2020 the Governing Body of Riccall CP School consulted the local community on their proposal. If approved statutory notices would be published between 30 April and 4 June 2020	In writing to Corporate Director – Children and Young People's Service, County Hall, Northallerton DL7 8AE by 4 Jun 2020	None
19 May 2020	Executive (Performance Monitoring)	Q4 Performance Monitoring and Budget report including: • Revenue Plan			Management Board		Corporate Director - Strategic Resources	Previous quarterly reports

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		• Capital Plan • Treasury Management • Prudential Indicators						
19 May 2020	Executive (Performance Monitoring)	Potential purchase of land within the Harrogate Borough Council area **This item will contain exempt information.**	Yes	To approve the acquisition of a property and the terms of the deal.	Internal	Meetings and Review of Draft Report	Ken Moody, Major Projects Manager Roger Fairholm, Asset & Workplace Manager, Property Service	None
19 May 2020	Executive (Performance Monitoring)	Consideration of proposal to rescind an historic approved proposal for an inner relief road in Ripon City Centre between Blossomgate and Somerset Row	YES	To seek Executive approval to rescind the County Council's current approved preferred route	Harrogate Borough Council Ripon City Council Local Elected Members Executive Members	Letters & emails to key groups and meetings where appropriate	Via email to ltp@northyorks.gov.uk	None
19 May 2020	Executive (Performance Monitoring)	Authorisation to accept Transforming Cities Fund (TCF)	Yes	Acceptance of TCF funding	None	None	Rebecca.gibson@northyorks.gov.uk	

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		award funding from WYCA/DfT						
19 May 2020	Executive (Performance Monitoring)	Developer contributions for education	Yes	To approve the updated policy	Local planning authorities, developers, parish and town councils, public	Public Consultation from 19 February – 1 May 2020. Consultation document published on website and sent to key stakeholders	In writing to Corporate Director – Children and Young People's Service, County Hall, Northallerton DL7 8AE by 1 May 2020	Report to Executive Members for Education and Skills and Children's Services, 11 Feb 2020
19 May 2020	Executive (Performance Monitoring)	Home To School Transport – Use of Accessible Vehicles and Provision of Transport for Non-Entitled and Post 16 Pupils	Yes	To seek Executive approval for recommendations on Home to School transport – Use of Accessible Vehicles and Provision of Transport for Non-Entitled and Post 16 Pupils	Parents/ Guardians of non-entitled pupil Parents/Guardians of Post 16 student Parents/ Guardians of entitled pupil Representative group-younger persons Representative group -Disability group/forum Schools Non users of service Service Providers	Consultation carried out on NYCC web site 14 February to 19 April 2020	Assistant Director, Transport Waste and Countryside Services	Report to Executive 03 September 2019

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9 June 2020	Executive	Clapham CE VC Primary School – Closure proposal.	Yes	Consider responses to statutory notices

Determine whether to proceed with closure of Clapham CE Primary School | School community, wider community, other schools, Early Years providers, Diocese, Parish and District Councils, local MP, Councillors, unions and professional associations. | Consultation document issued on 10 January 2020.

Statutory proposals and notices were published on 23rd April for a further 4 weeks | In writing to Corporate Director – Children and Young People's Service, County Hall, Northallerton DL7 8AE. | Report to Executive Members for Education and Skills 17 December 2019.

Report to Executive 24 March 2020 |
| 9 June 2020 | Executive or Executive Member (If no objection is made to the Statutory Proposal) | Making permanent the temporary operation of a satellite provision attached to Springhead School. | YES | Final approval to make permanent the temporary operation of a satellite provision attached to Springhead School. | Parents, Staff, Governors, Local Elected Members, District and Parish Councils and other local stakeholders. | Public consultation has been undertaken between 24 Jan and 6 March 2020 with Community Engagement Drop in Session.

Statutory Notice will be published on NYCC website and in the local newspaper. Physical notices will be affixed to gates at both the main Springhead School site and the Satellite site. | In writing to the Corporate Director- Children and Young People's Service, County Hall, Northallerton, DL7 8AE by 18th May 2020. | Executive Member for Education and Skills approved a report recommending that the Local Authority Consult stakeholders on this proposal. – 14th January 2020 |

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						The Statutory Proposal will be published in full online and physical copies can be sent to consultees who require one.		Report to Executive on 24 March which was determined on 31 March due to Covid 19
23 June 2020	Executive	A59 Kex Gill Diversion contract award **Includes commercially sensitive information**	YES	To inform members of the outcome of the tendering process and seek approval to award the contract subject to full funding approval from DfT.	Not applicable	Not applicable	Email Kenneth.moody@ northyorks.gov.uk	
7 July 2020	Executive	Consideration of proposed amendments to the Council's Constitution for recommendation to full Council.	YES	Subject to any comments Members may have, to recommend the proposed amendments to the Constitution to full Council for approval.	Relevant NYCC Officers and Members The Members' Working Group on the Constitution	Correspondence and meetings	Daniel Harry, Democratic Services Manager	
18 August 2020	Executive (Performance Monitoring)	Q1 Performance Monitoring and Budget report including:			Management Board		Corporate Director - Strategic Resources	Previous quarterly reports

FUTURE DECISIONS								
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		• Revenue Plan • Capital Plan • Treasury Management • Prudential Indicators						
1 September 2020	Executive No items identified yet							
22 September 2020	Executive	To enter into a Section 75 agreement for the commissioning of the Integrated Sexual Health Service	Yes	Approval to enter into a Section 75 partnership agreement with York Teaching Hospital NHS Foundation Trust.	York Teaching Hospital NHS Foundation Trust	Published via the Council's website	Emma Davis 01609 797154	Report taken to Executive on 3 September 2019 and 26 November 2019
13 October 2020	Executive	Young People's Accommodation Pathway	Yes	To consider options for the future commissioning of arrangements	District Councils	Officer engagement via working group	Mel Hutchinson by email: mel.hutchinson@northyorks.gov.uk	None
24 November 2020	Executive (Performance Monitoring)	Q2 Performance Monitoring and Budget report including: • Revenue Plan • Capital Plan			Management Board		Corporate Director - Strategic Resources	Previous quarterly reports

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		• Treasury Management • Prudential Indicators						
8 December 2020 and 12 January 2021	Executive No items identified yet							
16 February 2021	Executive (Performance Monitoring)	Q3 Performance Monitoring and Budget report including: • Revenue Plan • Capital Plan • Treasury Management • Prudential Indicators			Management Board		Corporate Director - Strategic Resources	Previous quarterly reports
9 March, 23 March and 20 April 2021	Executive No items identified yet							

Should you wish to make representation as to the matter being discussed in public please contact Daniel Harry
Email: (daniel.harry@northyorks.gov.uk) Tel: 01609 533531.

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North Yorkshire County Council
Chief Executive Decision Session
21 April 2020

Revised Library Strategy

Report of the Assistant Director Policy, Partnerships and Communities

1.   Purpose of Report

1.1.   To inform the Executive of the consultation on the revised library strategy *Your Library, your place*.

1.2.   To seek agreement of the Executive to submit the revised library strategy *Your Library, your place* to the County Council for adoption.

2.   Introduction

2.1.   The Library Strategy is part of the Council's Policy Framework. The current document (*New Look, No Shush!*) was developed over ten years ago so does not reflect the current model of delivery in partnership with community libraries and volunteers; the changes that have taken place in the use of public libraries with the development of the virtual library; or the increasing role of libraries as community hubs supporting delivery of wider council services.

2.2.   *Your Library, your place* sets out a strategic vision for the next ten years, recognising these changes and how the service will prioritise resources and continue innovating to meet the needs of communities – in partnership with those communities.

3.   Context

3.1.   *Your Library, your place* recognises the significant contribution by communities in maintaining our full county-wide network of libraries since 2017, with front line services at 31 of them now delivered by volunteers – over 160,000 hours annually given freely – but also the innovative ideas that have contributed to our service being recognised as in the top 10 performers across England.

3.2.   The document is designed to celebrate achievements and recognises best practice. It demonstrates how libraries support council priorities, meet national strategic directions whilst allowing for local flexibility to meet local priorities, and acknowledges that the ambitions are only achievable working with and continuing to support our community libraries as full partners. It is not intended as a prescriptive list of requirements.

4.   Overview

4.1. The document is based on four key strategic themes outlined below, all of which link to the ambitions set out in the Council Plan. It is supplemented by performance data and a 12-month action plan, which will be updated annually by officers.

4.2. The four key strategic themes are:

i. Literacy and Learning - with priorities around school readiness and under 5 library use; business information services, co-location with Adult Learning and young volunteers

ii. Health and Well-being - with priorities around mental health, dementia and loneliness

iii. Digital - with priorities on supporting online access, eBook contracts, teen use of libraries and coding activities

iv. Communities - with priorities to develop community hubs, celebrate North Yorkshire past and present, and refurbishments of Malton and Scarborough libraries

5. Consultation (June 2019 - February 2020)

5.1. The initial draft was developed in consultation with all library staff, community libraries and other stakeholders, over the summer of 2019. Library Managers attended team meetings and community library network meetings across the county, using local and national priorities to stimulate discussion around key expectations and ambitions for the service. These meetings informed a draft document which was then circulated for further comment and discussion at team meetings, community library network meetings and with community library management groups. Senior library managers attended meetings within HAS and CYPS directorates, as well as groups including North Yorkshire Forum of Older People and the Community Learning Partnership. Feedback from all of this informed the final draft to go out for public consultation.

5.2. *Your Library, your place* went to public consultation 7 January – 24 February 2020 with the document published on the council website with an on-line questionnaire. 282 responses were received from individuals, volunteers and organisations.

5.3. An analysis of the response to the public consultation can be found in Appendix 1.

6. Key messages from the consultation

6.1. The draft strategy was well received and the four objectives are supported. All the community libraries responding were supportive.

6.2. The vast majority of the respondents had a positive opinion of the strategy with 83% of those who replied feeling that it was 'very good' or 'good'. Only 4% (10 people) felt it was 'poor' or 'very poor'. The majority of respondents agreed with all the objectives, with 95% agreeing (strongly or somewhat) with the objectives: Literacy

and learning and Digital; 92% with Communities and 91% with Health and wellbeing.

6.3. Overall feedback on the document itself were positive with 85% finding the strategy is easy to understand, 84% it was easy to navigate, 81% found it appealing and 77% said that the case studies are useful. Those disagreeing were asked why. There were comments about the wording (3 comments) and being shorter/more focused (3 comments). The largest number of comments (9) were about the strategy itself rather than the document. Others were more general in relation to service delivery including a small number with specific issues. Comments relating to concerns about specific libraries will be considered and where feasible addressed. As many of these relate to space available and environment it will not be possible to satisfy all – especially those wanting quiet during pre-school storytimes or about teenagers using libraries!

6.4. The comments from the community libraries tended to be supportive but highlighted the need for ongoing funding and support.

6.5. In response to the consultation feedback the document has been revised to ensure that terms used are consistent throughout and whilst use of service specific jargon cannot be totally removed it has been reduced.

6.6. In response to comments around it being shorter/more focused we are working with Communications to develop an easy read version and plan on a page that can be updated regularly to show progress against the ambitions. Similarly, an annual one-page celebration of successes will be published.

6.7. A small number felt that the document should be contain more specific detail on actions to achieve the ambitions and funding required. This has been considered, however agreed that the document is intended to be high level and achievable within budget, with grant funding sought for specific projects, and as such the need to include budget specifics was not considered necessary.

6.8. The vast majority of respondents did not provide a comment suggesting that they did not think anything was missing from the Strategy. The two most prominent areas/themes highlighted as missing were facilities for quiet study and research particularly for local history (8 comments) and books and reading (6 comments). The need for space for quiet study space is more service related as being limited by space available and will be addressed locally where feasible. It was felt that the Strategy covered learning and curating of local history material as expectations. The comments around books and reading tended to relate to those who see books as the sole function of a library. It was felt that reading is included as a priority, however that whilst the lending of books remains and will continue to be our core offer a 21st century library has a wider role as recognised by the Strategy.

6.9. The need to provide ongoing and long term support for volunteers and funding for community libraries was highlighted together with several general comments that libraries are essential for communities. As expected several responses were around the fact that the local authority should not have to rely on volunteers. That said, the majority were pleased that the service is still available with several

complimentary responses about specific libraries and these have been forwarded to the relevant staff and volunteers.

7.   Legal implications

7.1.   The County Council has a statutory duty under the Public Libraries and Museums Act 1964 'to provide a comprehensive and efficient library service for all persons' for all those who live, work or study in the area. In providing this service, the council must encourage 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.

7.2.   The revised library strategy *Your Library, your place* seeks to ensure that the County Council continues to fulfil the statutory duty.

8.   Financial implications

8.1.   The revised library strategy does not have any specific financial implications. All financial implications will continue to be dealt with through normal budgetary and approval processes.

8.2.   The revised library strategy recognises the huge contribution in time, energy, commitment and fund raising efforts of community library groups which together with the staffing, infrastructure and financial support from the County Council is critical to keeping all our libraries open.

9.   **Equality implications**

9.1.   An initial EIA screening form has been completed. It is the view of officers undertaking the assessment that there is unlikely to be any adverse impacts on any persons with protected characteristics as defined by the Equalities Act 2010 so a full EIA is not required.

9.2.   The EIA screening form can be found in Appendix 3

10.   Alternatives considered

10.1.   The principal alternatives to adopting a revised library strategy are to:

a.   Continue with the existing strategy *New Look, No Shush!*, but this was developed over ten years ago so does not reflect the current model of delivery in partnership with community libraries and volunteers; the changes that have taken place in the use of public libraries with the development of the virtual library; or the increasing role of libraries as community hubs supporting delivery of wider council services.

b.   Cease to have a library strategy, but this would leave the Council and its partners without a clear statement about the role of the library service.

11.   Recommendations

i)   That the Executive supports the revised library strategy *Your Library, your place* and recommends it to the County Council for approval as part of the Council's Policy Framework.

ii)   That the implementation of the revised library strategy should involve community libraries and engagement with communities.

Neil Irving
Assistant Director Policy, Partnerships and Communities
6 April 2020

**Report Author –** Chrys Mellor; General Manager - Libraries

Appendices
Appendix 1   Draft Strategy *Your Library, your place 2020 - 30*
Appendix 2   Library Strategy Consultation report
Appendix 3   EIA screening form

Background documents
Arts Council England: Strategy 2020-30   Let's Create
Libraries Connected: Strategic review of the Universal Offers: Final report 2019

Your library, your place 2020-2030

Draft libraries strategy 2020-2030

North Yorkshire County Council
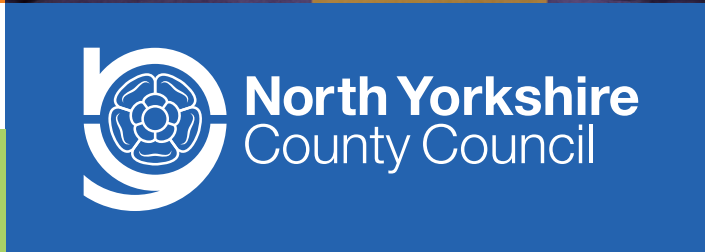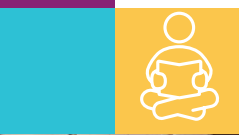
Introduction

What an exciting time for libraries in North Yorkshire! The last few years have seen many remarkable moments, not least the amazing partnership with volunteers and communities that has seen the service recognised nationally as high performing and innovative. I know there will be many more such moments to come that will benefit our customers and communities across North Yorkshire.

We are a family of libraries that nurtures opportunities through access to ideas, imagination and connections.

This family includes all volunteers and partners engaged with delivering services - charities, partner organisations, parish and town councils. We recognise the huge contribution in time, energy, commitment and fund raising efforts of community library groups which together with the staffing, infrastructure and financial support from North Yorkshire County Council is critical in keeping all our libraries open.

Our services are delivered in partnership with our volunteers within our communities; only together can we continue to deliver a comprehensive county-wide service. This document sets out the strategic direction as to how the Council will develop libraries in partnership with them. It celebrates the dedicated teams at all of our service points and recognises the need for the continued support including funding, infrastructure and professional expertise.

There are five essential requirements for a successful library service in North Yorkshire: bright, attractive spaces; support from trained and dedicated professional staff and volunteers; quality book stock; accessible IT; and a programme of activities and events for existing and new customers. North Yorkshire's libraries are more than a collection of books, they are a vibrant and accessible community asset that contain the resources and tools to support individuals and communities to thrive and prosper. The range of events and activities held in our libraries clearly demonstrate this along with the many successful funding bids to enable projects to be developed – as seen on the next page.

There has been national recognition of the achievement in retaining our library service and maintaining standards, with several national newspapers featuring positive articles, the Chartered Institute of Public Finance states we are *"a high performing low cost service"* and the Department for Digital Culture Media and Sport has declared our service a *'trend-buster'* - one of 10 high performing authorities in England and Wales.

Cllr Greg White
Executive member for Libraries

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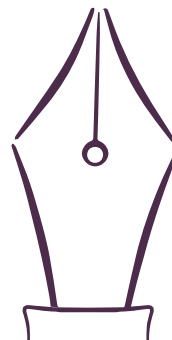
Let's celebrate!

Our family of libraries includes six core libraries, five hybrid, 31 community libraries and a super mobile library serving 20 communities.

In 2018/19 there were:

2,118,855 *visits to libraries;*

2,145,589 *book loans;*

123,776 *e-book loans;*

4,000+ *events;*

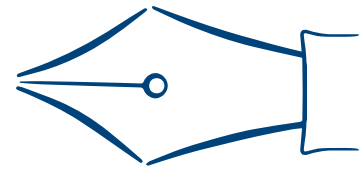**9,650** *children doing the summer reading challenge;*

40,875 *doors knocked on by the home library service;*

20,502 *individuals supported to use ICT.*

This wouldn't have been possible without the commitment of our 2,007 volunteers who contributed 158,122 hours of their time.

Over 2 million visitors a year can't be wrong!

The Globe@Stokesley - international 'Meet and Code' award.

Newby and Scalby library - ITV Calendar news #peoples lottery award.

BIC Technology Excellence in Libraries Award (TEiLA) Accreditation.

Great Ayton Discovery Centre North Yorkshire County Council Community Project of the year 2018.

Grassington HUB and Derwent Valley Bridge winners of Duke of York Community Awards.

Derwent Valley Bridge awarded Muck and Magic Gold awards for their community garden.

Skipton, Selby, Richmond and Filey libraries have all been refurbished in the last two years. We have also seen investment in new public IT across all libraries.

- *Settle, Pickering, and Derwent Valley Bridge libraries have successfully bid for funding to use community transport schemes to enable housebound residents to visit the library. Boroughbridge library is using community transport to bring children from rural schools to visit their nearest library and learn about the facilities available.*

- *North Yorkshire libraries at Catterick, Selby, Whitby and Skipton have partnered with Yorkshire based arts organisations to deliver exhibitions, workshops and digital projects with over £90,000 grant funding.*

- *Community libraries and volunteers have been recognised in community awards – including Bedale, Easingwold, Boroughbridge, and Skipton (young volunteer).*

- *Filey, Bilton and Woodfield, Nidderdale Plus, Newby and Scalby, Bedale, Stokesley, Easingwold, Starbeck, Sherburn and Eastfield have received funding from a range of sources to support community projects including health and well-being, digital skills, isolation and community cohesion.*

Harrogate library - Bookseller Library of the Year 2019.

National and local strategic directions

The library service is a statutory service delivered under the Public Libraries and Museums Act 1964. We consider it important that all our libraries are part of this statutory provision as recognised currently by Government. This can only be maintained with the continued guidance, advice and support of North Yorkshire County Council library staff together with access to a county-wide stock collection. Networked resources managed via a single system to ensure a consistent offer and delivery of the core library service county-wide is also vital.

Nationally public libraries are expected to deliver on seven ambitions as per the Governments Libraries Task Force, using four key themes as Universal Library Offers (see below). These provide a framework for service planning and in 2016 informed the service agreement with community groups with a straightforward outline of expectations.

Universal Offers, revised 2019

What societal needs libraries meet:	What libraries offer:	What libraries deliver:	
	Reading	Improved digital access and literacy	Healthier and happier lives
Supporting learning, literacy, economic opportunity and inspiration	Information and Digital	Helping everyone achieve their full potential	Cultural and creative enrichment
	Culture and Creativity		Increased reading and literacy
	Health and wellbeing	Stronger and more resilient communities	Greater Prosperity

Key expectations of libraries - as outlined in our service agreement

Provide books in a variety of formats, including e-books.

Promote reading for pleasure, study and learning.

Arrange activities and events e.g. author visits, reading groups, story times, groups and creative opportunities.

Provide internet access and free Wi-Fi.

Assist customers to use public services and supporting them to use services online.

Signpost customers to other services.

Help customers to use the digital library e.g. e-books, e-magazines, online resources etc.

Assist customers to find reliable information whether from books, the internet, or other organisations.

Provide information on local groups, societies, events and learning opportunities.

Provide a local, safe and neutral space for the community.

Help to reduce isolation by providing the home library service.
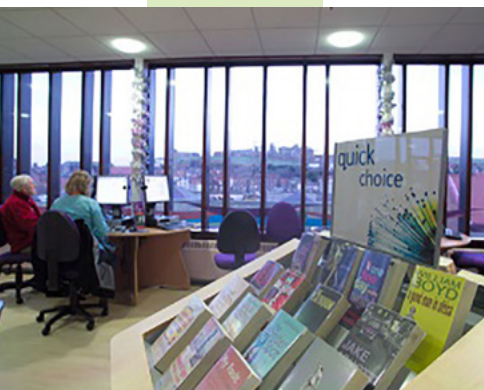
Vision:

"A family of libraries that nurtures opportunities through access to ideas, imagination and connections."
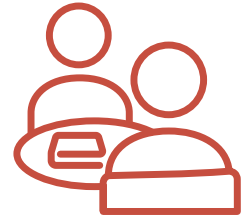
This strategy focuses on four core aims for North Yorkshire reflecting local priorities as shown below, set against the proven outcomes research shows that libraries deliver: raising aspirations, stimulating enjoyment of culture and helping people live independent lives.

Our libraries will be at the heart of their community, owned and shaped by them, able to respond to changing demands and needs; a place to exchange, share, learn and create ideas. The first choice for people wanting to find out, learn, enjoy and read - with skilled teams to support their ambition.

Literacy & learning	Health & wellbeing	Digital	Communities
Support and develop literacy skills, reading, creativity and innovation to help people and businesses in North Yorkshire realise their potential.	Support the improvement of health and wellbeing in North Yorkshire.	Provide people with the resources, infrastructure, skills and support to be digitally connected.	To become a focal point for communities to identify and support opportunities to work together.

Literacy and learning

Why? Customers rely on their library as a source of high-quality books, information and resources to be informed, educated and entertained.

Strategic direction

- *Build the collection of books, e-Books and other materials to meet community needs.*
- *Enhance our skills and abilities to offer a better service to our customers.*
- *Offer opportunities for all ages and needs that spark curiosity, nurture learning and develop creative and critical thinking.*

- *Develop constructive activities for school-aged children including homework support.*
- *Provide space for study, work and creativity.*
- *Promote enjoyment of reading for all.*

Case study

Encounters (2018) - Whitby Library worked with partners Invisible Dust, the County Record Office and volunteers from the library on a series of projects to explore the legacy of Captain Cook. Events included two specially commissioned art works by internationally recognised artists, workshops and artist and author talks. Volunteers researched Whitby during the time of Cook, curating an exhibition with material from the County Record Office and the library. Young people worked with the project artists to explore material from the National Maritime Museum, Kew, British Library and Royal Society and documented their own creative journey. The library was a focal point during the Cook 250 festival providing access to ideas and creative activities. A visitor commented that the event would "make me think more about different perspectives on history" and one young person has been inspired to set up an art/environment 'collective' at the library.

Aim: To support and develop literacy skills, reading, creativity and innovation to help children, adults and businesses in North Yorkshire realise their potential.

Our ambitions

- *To foster a love of reading and encourage the development of creative and critical thinking.*

- *To support children's futures and school readiness.*

- *For libraries to be centres for lifelong and self-directed learning.*

- *For the quality of materials held to be effectively maintained and relevant to each community, with a wide range and depth across the whole collection.*

- *To provide opportunities for individuals to increase employability skills.*

- *To take advantage of funding opportunities to deliver a wide range of cultural activities across the county.*

Activities

- *Summer reading challenge*

- *Bookstart/story times and Rhymetimes*

- *Cultural events e.g. author events*

- *Book groups*

- *Creative workshops e.g. Scribblezone*

- *Formal and informal learning*

- *Business support / advice sessions*

- *Family history*

- *Book bingo*

- *Work experience*

- *Supported employment*

Expectations

- *Utilise national initiatives such as the summer reading challenge and Bookstart.*

- *Signpost and refer customers to access council services.*

- *Deliver a programme of events such as storytimes, author visits, book groups, and creative workshops.*

- *Offer formal and informal learning sessions.*

- *Provide and support access to e-books, e-audio and online reference resources.*

- *Host advice and information sessions.*
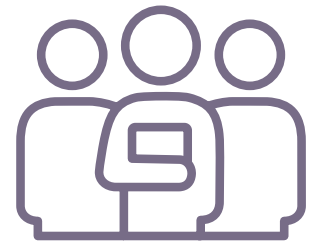
Health and wellbeing

Why? The library is an accessible and trusted place where people can find information and connections in a friendly and welcoming environment – a gateway to other services.

Strategic direction

- *Promote health literacy through access to information and by connecting people to other services.*

- *Develop a relevant collection of resources including self-help reading and other wellbeing materials.*

- *Provide space and activities for people to come together, socialise, learn and explore creative and cultural ideas.*

- *Provide opportunities for volunteering for people of all ages.*

- *Develop new partnerships and resources to support community needs.*

- *Promote the health benefits of reading.*

Case study

After attending an event at Ripon Library, with Laura Steven, author of 'Exact Opposite of Ok', girls from a local school were invited back to the library to take part in an activity looking at body image as part of Mental Health Awareness week. Following engaging and energised discussions covering body image, internet safety and how relationships are portrayed in the media, the group used library resources to produce digital art work exploring identity, self-esteem and what they liked about themselves and each other. The young people left with a renewed sense of confidence in their 'uniqueness'.

Aim: To support the improvement of health and wellbeing in North Yorkshire.

Our ambitions

- *To provide opportunities for people to socialise, create and learn together.*
- *To promote connectedness for people with space to engage and find information about services.*
- *For people to feel empowered and able to support themselves to live independently.*
- *To provide creative and social reading opportunities.*
- *To provide material and resources relevant to communities.*
- *To extend and develop the home library service.*

Activities

- *Knit and natter groups*
- *NHS clinics*
- *Home library service*
- *"Dial-a-Ride" community transport bringing housebound users to the library*
- *Healthy living roadshows*
- *Advice drop-ins e.g. police, Age UK*
- *Coffee and conversation*
- *Happiness cafés*
- *Community gardens*
- *Deaf cafés*
- *Wellbeing bags*
- *Public health campaigns*
- *More than movies*
- *Community choirs*

Expectations

- *Utilise local and national initiatives such as change4life and Living Well.*
- *Deliver a programme of activities such as Sporting Memories.*
- *Deliver groups such as knit and natter and happiness cafés.*
- *Provide a home library service.*
- *Healthy living roadshows/drop-ins such as health, Police etc.*
- *Aware of and responsive to conditions such as dementia and autism.*

Digital

Why? Libraries help bridge the digital divide by providing services and information through technology.

Strategic direction

- *Provide activities that support people to become more digitally confident.*

- *Support communities and vulnerable groups who find accessing council services difficult.*

- *Develop and promote access to virtual library services.*

- *Ensure that computer and e-resources are updated and re-evaluated to meet current demands.*

- *Offer opportunities for using technology in innovative and creative ways.*

- *Increase connectedness of individuals and communities.*

Case study

Harrogate library runs code clubs for primary and secondary school pupils and a third for adults. Using the library's digital kit everyone has the opportunity to develop their existing skills and learn new ones. Delivered by volunteers, learners get the opportunity to use a variety of programs and kit. The groups meet for a number of weeks allowing for new friendships to form; some move on to support new learners to cement and share their knowledge. One adult participant said they were "grateful for the chance to learn about something that I had little knowledge of before taking the course" and a parent of a primary aged child commented "It's lovely to see them helping each other and bouncing ideas around. I know other parents agree it is great to have a safe space for them to explore their love of tech".

Aim: To provide people with the resources, infrastructure, skills and support to be digitally connected.

Our ambitions

- *To be a leading e-library embracing digital technology with 95% transactions self-serve.*

- *To provide a quality internet presence through library websites and social media outlets.*

- *To foster digitally skilled people and communities.*

- *To support science, technology, engineering, arts and maths (STEAM) learning to raise aspirations and broaden career prospects.*

- *To be at the forefront of advances in reading technology and electronic resources.*

- *Virtual reality*

- *Code-a-pillar*

- *Digital makeries*

- *Animation workshops*

- *Online learning*

- *STEAM activities (science, technology, engineering, arts and maths)*
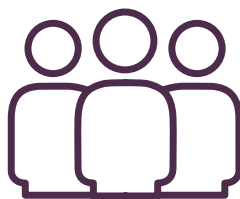
- *Coding for all ages*

Expectations

- *Provide access to digitally creative resources and activities such as code clubs and virtual reality.*

- *Support to use digital resources.*

- *Access to on-line learning.*

- *Deliver Science, Technology, Engineering (STEAM), Arts and Maths activities such as fun palaces and digital makeries.*

Communities

Why? Libraries are safe, trusted and comfortable community spaces able to inspire, broaden horizons and celebrate diversity.

Strategic direction

- *Develop library collections, services and activities to reflect the needs and aspirations of our communities.*
- *Work in partnership with local people and organisations to encourage engagement with communities.*
- *Provide opportunities for volunteering and participation by all.*

- *Create a welcoming environment for everyone.*
- *Continuously update the local and family history collections in our main centres of population.*
- *Develop remote access to local history material through digitisation.*

Case study

Grassington Hub and community library in the heart of The Dales was set up to provide a wide range of support services to residents, businesses and visitors. The community library was awarded the title of Library of the Year 2019 for its outstanding performance over the last 12 months, in particular increasing visitor numbers. This was reflected in increased use of wider library services.

Carol Headley, a trustee of the hub, said: "A lot of our success is due to our committed volunteers and we are very proud of what they put into the organisation. Part of the reason we have grown is that we are doing far more than just offering traditional library services and that has brought a lot more people into the hub over the last couple of years. Once people realise what we have to offer they keep coming back."

Aim: To become a focal point for communities to identify and support opportunities to work together.

Our ambitions

- *That libraries are the destination of choice for access to information, reading opportunities and creative cultural activities.*

- *For libraries to be the key place for other services to connect with communities and individuals to connect with other services.*

- *To build on cultural connections, helping to combat loneliness and isolation.*

- *For libraries to have a positive impact on an individual's sense of place; connecting language, cultures and generations.*

- *To celebrate North Yorkshire past and present.*

Activities

- *Community events*

- *Volunteering*

- *Access to council services*

- *Local information*

- *Local history collections in main centres*

- *Local history groups*

- *Community reads*

- *Creative learning*

Expectations

- *Provide opportunities for volunteering , participation and community engagement*

- *Ensure buildings are fit for purpose and used to their fullest extent*

- *Develop main local study collections to be accessible county wide*

- *Provide a venue for council communications, consultations and campaigns*

- *Provide a range of activities to bring individuals together*

Action plan 2020 – 21

Literacy and learning

Aim

Support and develop literacy skills, reading, creativity and innovation to help people and businesses in North Yorkshire realise their potential.

Activities

- *Increase active library membership by children*
  - *Deliver summer reading challenge*
  - *Introduce new book club for under 5s*
  - *Introduce '15 things to do in a library before you are 5'*
- *Achieve Arts Council England funding to develop capacity for creative opportunities within communities*
- *Review stock policy to ensure collections are relevant*
- *Increase learning opportunities in partnership working with Adult Learning and Skills Service and other partners within libraries.*

Health and wellbeing

Aim

Support the improvement of health and wellbeing in North Yorkshire.

Activities

- *Increase use of 'Reading Well' collections*
  - *Prioritise mental health, working with partners to promote endorsed self-help reading*
  - *Promote new children's collection*
- *Increase awareness of services and support available*
  - *Continue to build awareness of reliable health information sources*
  - *Provide space for information, guidance and events*
- *Work with NYCC Living Well team and other partners to promote the home library service*
- *Provide ongoing volunteering opportunities.*
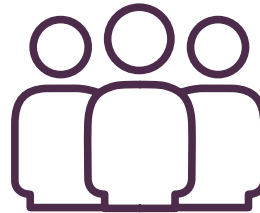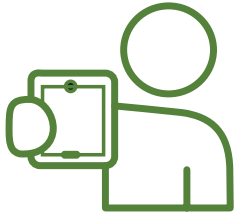
Digital

Aim

Provide people with the resources, infrastructure, skills and support to be digitally connected.

Activities

- *Review digital library offer to ensure relevance and value for money*
- *Recruit and train digital volunteers – develop new role description*
- *Target promotion to schools, colleges, businesses*
- *Extend IT Buddy scheme to home library service users*
- *Extend use of virtual reality and other digital resources*
- *Deliver science, technology, engineering, arts and maths (STEAM) activities including increasing computing and coding clubs and similar.*

Communities

Aim

To become a focal point for communities to identify and support opportunities to work together.

Activities

- *Together with Stronger Communities team support the development of community libraries to extend services to meet local needs*
- *Provide ongoing training and support for all to ensure consistency of delivery and development, prioritising*
  - *Enquiry/reference work*
  - *Local studies*
- *Develop a programme of events to commemorate VE Day*
- *Refurbishment of Malton and Scarborough Libraries*
- *Investigate a suitable platform for digitisation of local studies material to ensure a consistent approach.*

Your library, your place 2020-2030
Draft libraries strategy
2020-2030

Library Strategy Consultation Report

Background and Methodology

The initial draft was developed in consultation with all library staff, community libraries and other stakeholders, over the summer of 2019. Library Managers attended team meetings and community library network meetings across the county, using local and national priorities to stimulate discussion around key expectations and ambitions for the service. These meetings informed a draft document which was then circulated for further comment and discussion at team meetings, community library network meetings and with community library management groups. Senior library managers attended meetings within HAS and CYPS directorates, as well as groups including North Yorkshire Forum of Older People and the Community Learning Partnership. Feedback from all of this informed the final draft to go out for public consultation.

The revised draft was made available on the website and an online survey ran between 7 January and 2 February 2020. The online survey which was publicised via social media, the council website, press releases, North Yorkshire Now and the Johnson Press pages. An easy read survey was developed and made available.

282 responses were received from individuals, volunteers and organisations. This document details the unweighted results. The full response data can be found in Annex 1.

2.0 Summary of main findings

The vast majority of the respondents had a positive opinion of the strategy.

Respondents were asked their overall opinion of the strategy.
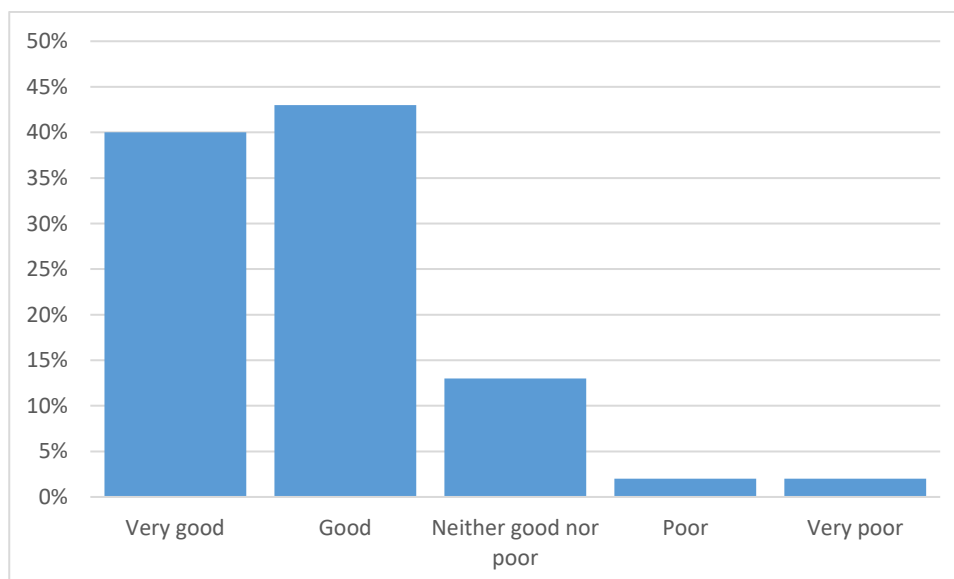
83% of those who replied felt that it was 'very good' or 'good'. Only 4% (10 people) felt it was 'poor' or 'very poor'.

The strategy sets out four objectives for the service:

- Literacy and learning: To support and develop literacy skills, reading, creativity and innovation to help people and businesses in North Yorkshire realise their potential.

- Health and wellbeing: Support the improvement of health and wellbeing in North Yorkshire.
- Digital: Provide people with the resources, infrastructure, skills and support to be digitally connected.
- Communities: To become a focal point for communities to identify and support opportunities to work together.

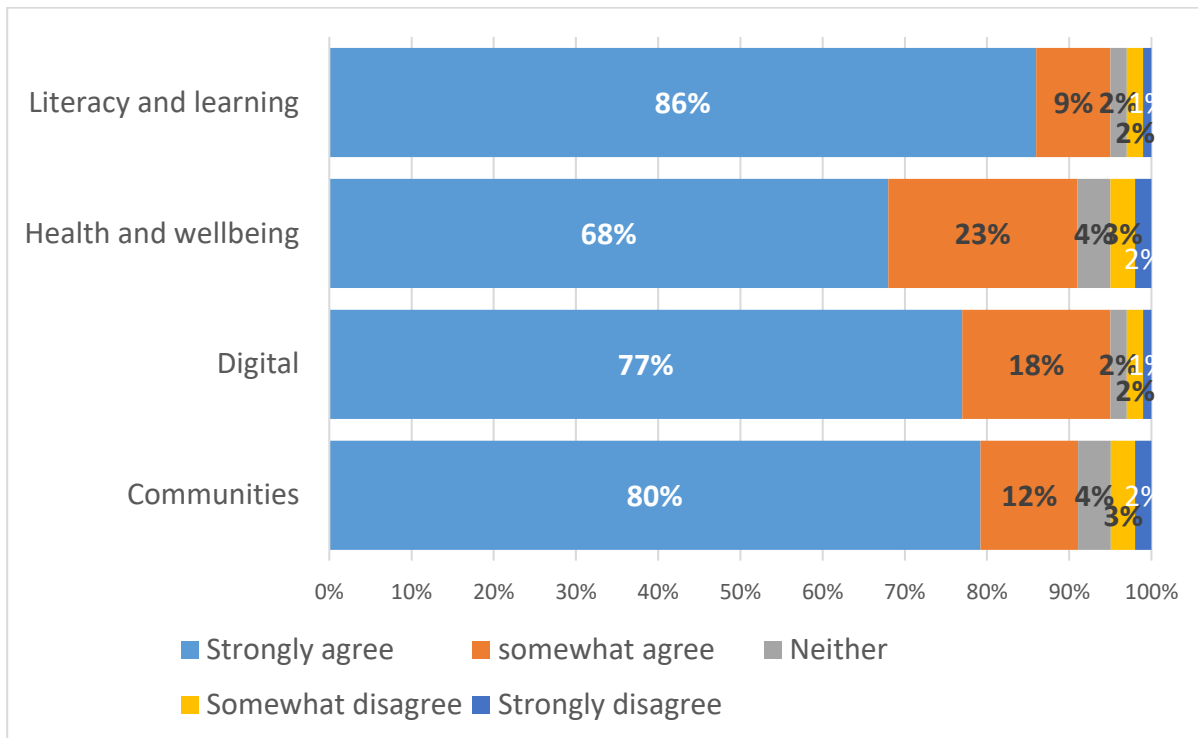*Respondents were asked whether they agreed with each of the objectives.*

The majority of respondents agreed with all the objectives.

- 95% agreed (strongly or somewhat) with the objective: Literacy and learning
- 95% agreed (strongly or somewhat) with the objective: Digital
- 92% agreed (strongly or somewhat) with Communities
- 91% agreed (strongly or somewhat) with Health and wellbeing

Overall 18 people (6%) disagreed to some extent with one or more of the objectives. Those not agreeing were asked why they did not agree. The main reasons (12 comments) for disagreeing were around it not being suitable or the role of a library and the focus should be on reading and study. It should be noted that some of the comments were duplicated against each of the core objectives potentially indicating the number disagreeing is less than 18.

All the comments can be found in Annex 2.

Respondents were asked if they had any comments on our vision and objectives
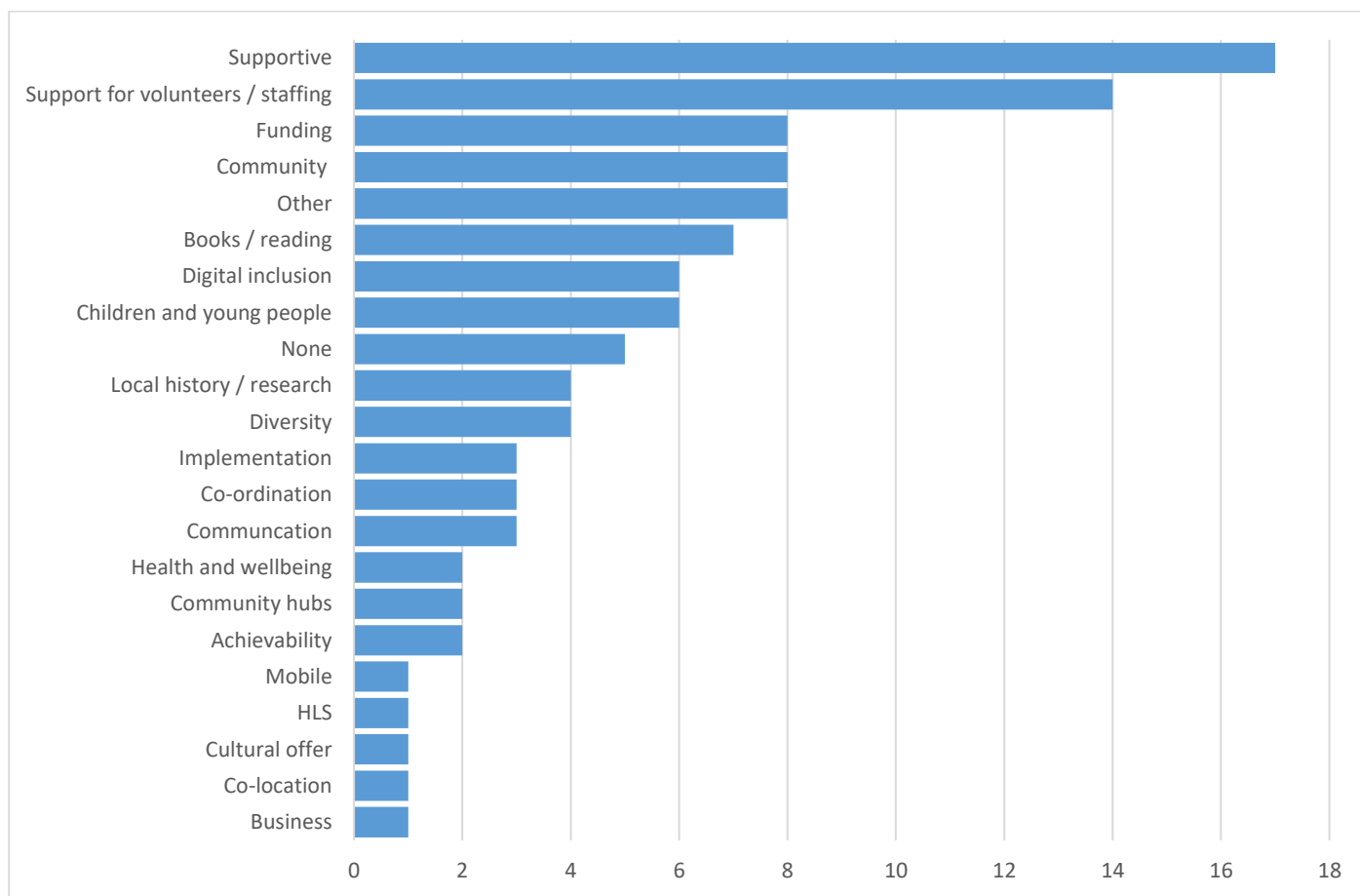
106 respondents provided a comment;

- 17 were supportive of the vision and objectives
- 13 highlighted the need to provide support for volunteers and/or the need for staff
- 8 highlighted that the strategy needs to be funded
- 8 highlighted that libraries are essential for communities

Respondents were asked whether they agreed with a number of statements.
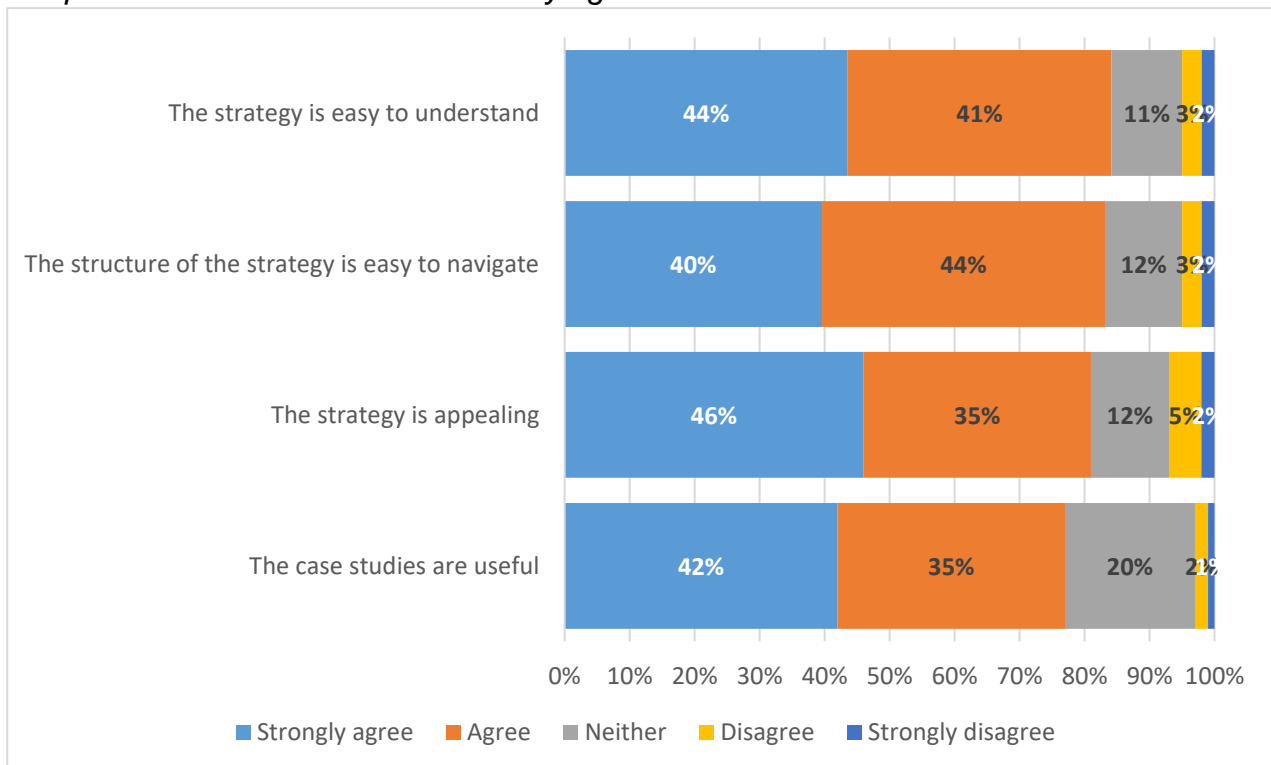
The majority of respondents agreed with all the statements on the structure and design of the strategy:

- 85% agreed (agree / strongly agree) the strategy is easy to understand,
- 84% agreed (agree / strongly agree) that the structure is easy to navigate,
- 81% (agree / strongly agree) that it is appealing,
- 77% that the case studies are useful.

Those disagreeing were asked why. There were comments about the wording (3 comments) and being shorter/more focused (3 comments). The largest number of comments (9) were about the strategy itself rather than the document.

All the comments can be found in Annex 2.

Respondents were asked if there is anything missing from the strategy.
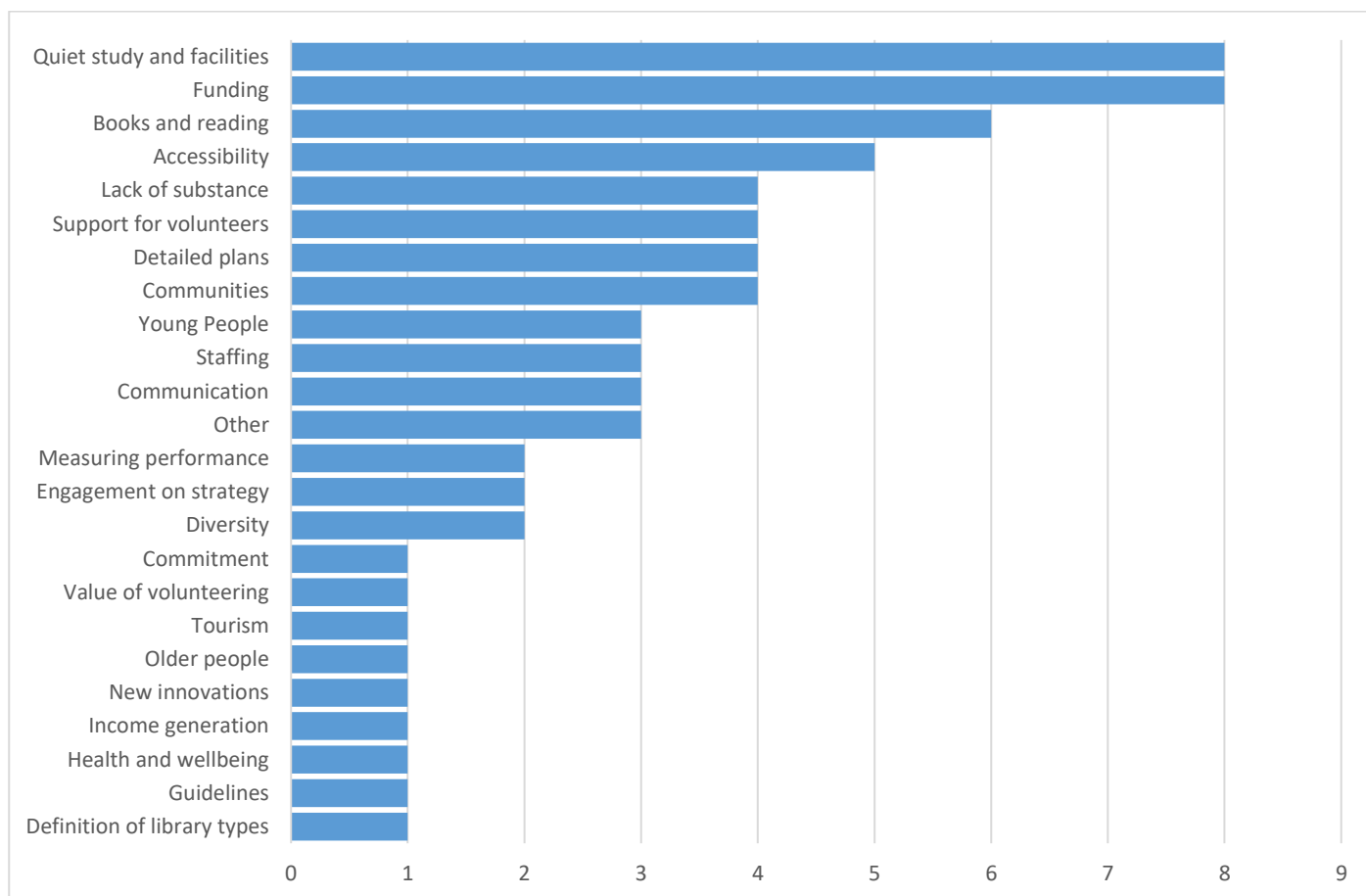
The vast majority of respondents did not provide a comment suggesting that they did not think anything was missing. Only 67 respondents (35%) provided a comment, the areas highlighted as being missing most often were facilities for quiet study and research particularly for local history (8 comments), funding (8), books and reading (6), support for volunteers (4) detailed plans (4) and substance (4).

Respondents were then asked if they had any other thoughts on the strategy. Only 8 people responded, 2 of whom mentioned funding and 2 of whom highlighted issues with research facilities.

Respondents

The vast majority of respondents (94%) completed the survey as an individual, 3% were completed by community libraries and 3% by other organisations.

Analysis of the 10 responses provided by the community libraries show a high level of support for the strategy. There was no disagreement with any of the 4 objectives and just one neutral response of neither agree or disagree. In terms of the statements on the design of the survey there was only 1 disagree response – this was for 'The strategy is easy to understand'; there were two neutral responses one for the structure and another for the strategy being appealing. The comments from the community libraries tended to be supportive but highlighted the need for funding and support.
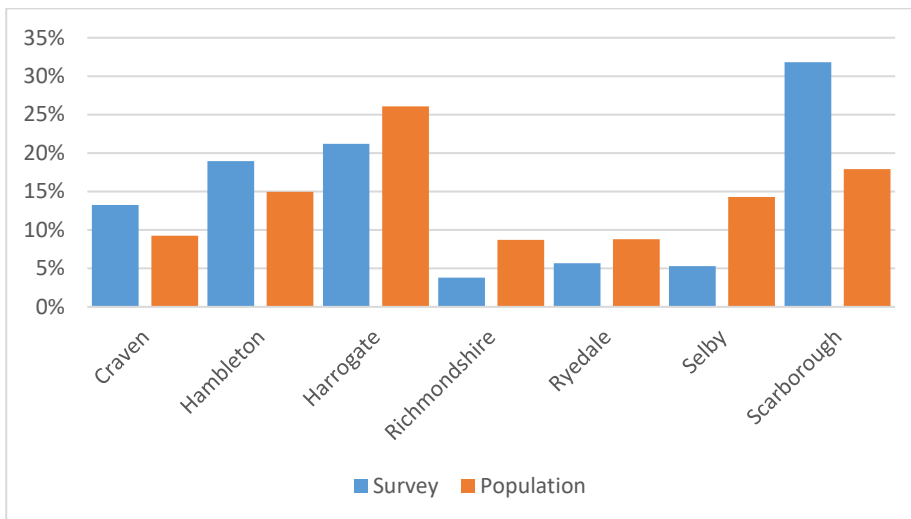
Respondents from across the county completed the survey. The highest proportion of respondents came from Scarborough (32%) followed by Harrogate (21%) and Hambleton (19%). Scarborough and Craven are over represented in comparison to the make-up of the County, Selby is poorly represented.
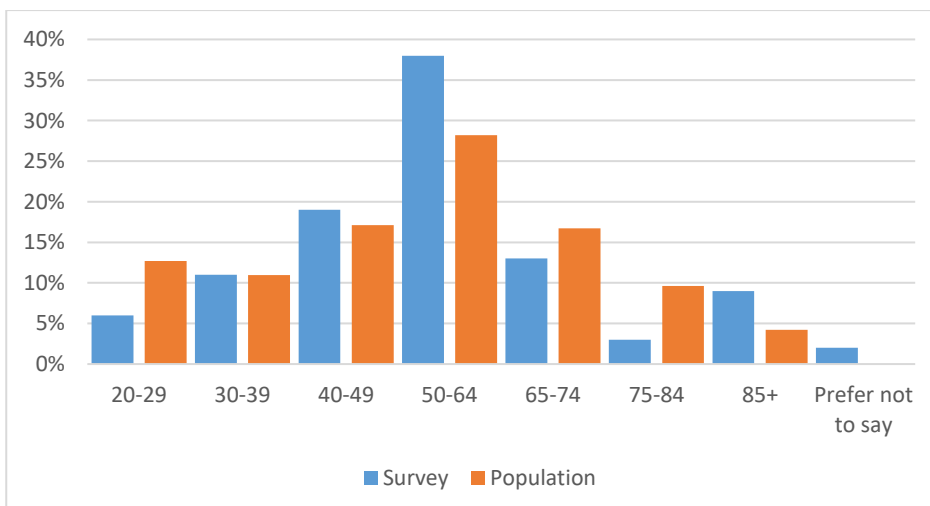
The majority of respondents were aged 50-64 (38%). This group is over represented in comparison to the population of North Yorkshire as is the 85 and over age group. The 20-29 and 75-84 age groups were under represented. We did not receive any responses from the 16-19 age group.

Annex 1

To what extent you agree or disagree with our objectives

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
Literacy and learning: To support and develop literacy skills, reading, creativity and innovation to help people and businesses in North Yorkshire realise their potential.	240 86%	26 9%	6 2%	4 2%	3 1%
Health and wellbeing: Support the improvement of health and wellbeing in North Yorkshire.	191 68%	64 23%	11 4%	9 3%	4 2%
Digital: Provide people with the resources, infrastructure, skills and support to be digitally connected.	214 77%	51 18%	5 2%	6 2%	2 1%
Communities: To become a focal point for communities to identify and support opportunities to work together.	222 80%	36 12%	10 4%	7 3%	4 2%

To what extent do you agree or disagree with the following statements:

	Strongly agree	Agree	Neither	Disagree	Strongly disagree
The strategy is easy to understand	113 44%	113 41%	30 11%	7 3%	4 2%
The structure of the strategy is easy to navigate	110 40%	121 44%	32 12%	8 3%	4 2%
The strategy is appealing	125 46%	94 35%	33 12%	14 5%	6 2%
The case studies are useful	114 42%	96 35%	54 20%	6 2%	2 1%

What is your overall opinion of the strategy?

Very good	111	40%
Good	119	43%
Neither good nor poor	35	13%
Poor	6	2%
Very poor	4	2%

Are you responding on behalf of

Yourself	263	94%
A community library	10	3%
Another organisation or group	7	3%

Are you a North Yorkshire County Library user?

Yes	269	97%
No	9	3%

Which district of North Yorkshire do you live in?

Craven	35	13%
Hambleton	50	19%
Harrogate	56	21%
Richmondshire	10	4%
Ryedale	14	6%
Selby	14	5%
Scarborough	84	32%

Which age category are you in?

16-19	0	0%
20-29	16	6%
30-39	30	11%
40-49	50	19%
50-64	99	37%
65-74	37	14%
75-84	8	3%
85+	24	9%
Prefer not to say	5	2%

Annex 2: Verbatim Comments – Website Survey

Comments as received, all obscenities have been removed. Comments may have been split when these refer to more than one topic.

Comments

Q. If you disagreed with our objectives please explain why

Literacy and learning: To support and develop literacy skills, reading, creativity and innovation to help people and businesses in North Yorkshire realise their potential.

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers.
- Can't see how libraries support business. Is it the place of libraries to develop literacy skills?
- See comment below about libraries being for members of the public not for businesses
- Reading engages the brain and stimulates thought. Restrict this and you remain trapped in the past.
- Plenty of support available
- How is this meeting the needs of minority groups?
- Why were libraries originally created - provision of literature to the masses who couldn't afford to purchase for themselves? A greater range of provision than realistically available or necessary for the self? SHARING information that is not needed by multiple individuals at the same time? https://en.wikipedia.org/wiki/Library: Public and institutional collections and services may be intended for use by people who choose not to—or cannot afford to—purchase an extensive collection themselves, who need material no individual can reasonably be expected to have, or who require professional assistance with their research. Much of this no longer applies, so the concept of a 'library' as readily understood is an anachronism.

Health and wellbeing: Support the improvement of health and wellbeing in North Yorkshire.

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers.
- I would agree that the library service should enable people to be directed to appropriate departments or agencies to improve health and wellbeing but NOT provide direct support.
- A library is not a substitute for mental health professionals. Reading is, in itself, a good way to alleviate mental problems, but really only scratch the surface.
- We need to have clear information about your resources and books and groups to help us to live healthier and happier lives

- I don't think it's up to a library, it's somewhere that may help but everything is just getting over complicated.
- A library is not a health service.
- Libraries are not primarily for health and wellbeing. They are for reading and study
- Your 'vision' talks about "ideas, imagination and connections". Unfortunately, you are concerned with the first two and are side lining connections to our past. You hold vital records and are privileging 'health and wellbeing' above study.
- The atmosphere in Skipton library is far too noisy with too much going on and no apparent control. It is certainly not a place to go for quiet study
- You are concentrating resources on 'hard-to-reach groups' and are actually damaging the health and wellbeing of those whose pleasure and self-motivation comes from research and study.
- Do you mean become an outlet for council propaganda & social engineering?

Digital: Provide people with the resources, infrastructure, skills and support to be digitally connected.

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers.
- Libraries should provide digital resources etc. that work. However, the research equipment in Skipton library does not work. There are no facilities for printing from the Craven Heralds held on disc – indeed viewing them on the only semi-working machine is virtually an impossibility. The new digital viewer is a white elephant - no one knows how to work it.
- We live in an increasingly isolated society and forcing people into digital connectivity over face to face contact is not addressing the issue. I believe this aim is to predominantly save money rather than improve the lives of people. Most people who want digital connectivity already have home access. Libraries should be enabling people to connect in person, not parking people in front of a computer.
- There needs to be better support and resources for people who are not used to using the internet, extending the time of using computers and making it clear the cost of anything you use or buy in the libraries, for example the use of audio books and paying for memory stick. Buildings need to be more accessible and information needs to be clear and easy to understand. Need to have quieter rooms for people who may have autism or people who want to work away from other people.
- How will the community run library provide resources and infrastructure?
- There is little reason for individuals not to have their own facilities, either self-provided or subsidised when *real* hardship or connectivity prevents them from doing so

Communities: To become a focal point for communities to identify and support opportunities to work together.

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers.
- Libraries should be places where people can read and study.
- You only support 'opportunities to work together' in narrow ways. You are cutting off communities from their past in your headlong rush to be 'modern'.
- Activities like knit and natter should be held anywhere but in a library - church hall, village hall, community centre.
- A library is not a centre for social action.
- They are libraries. They are not outposts of social work or care in the community. The primary purpose of reading and studying has been downgraded far too much and has become peripheral.
- We need an organisation focused on reading, there are other places to get other resources and support, but only one place to support and facilitate reading - we need a library for books!
- Lots happening in NYCC libraries
- Opening hours will determine which parts of the community can access these opportunities.
- In Pickering Library, I am not sure they publicise the adult education offer from North Yorkshire (structured classes/courses with accreditation) regarding people who may wish to learn more about IT over an above what the IT buddies and volunteers can offer alongside putting the books away and main duties. I appreciate the libraries attempting to engage with young people after years of the Young People's Service being under funded and supported at probably every local authority.

Q: To what extent do you agree or disagree with the following statements:

The strategy is easy to understand:

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
- No detail to what is actually happing or going to happen.
- Read my previous comments. Each library follows their own planning. I feel there are no guidelines for everyone to have a say.
- it seems to have followed a tendency to use more complicated structures and vocabulary to make it sound better rather than just putting things in simple English
- No strategy is described - 'objectives' and 'strategies' are hopelessly confused in the draft!!!
- There are some sentences which are inaccurately structured. A document for public perusal should be consistently grammatically correct. Meaning should be precise and not veer towards being blurred.

- The easy read plan should be alongside the survey instead of a separate format.
- It's just a load of 'spin'
- It's difficult to understand the rationale behind it. Who has had this vision? What is their background and role in the community?

The structure of the strategy is easy to navigate

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
- It's like you've tried to include everything you can think off instead of focusing on key aims
- The document is much too long. The vast majority of library visitors will give up on reading it. They are not professional Council officers or professional librarians. It should have been presented in summary form. The content might be interesting but you've missed a trick by very significantly overloading it.
- More use could be made of bullet points and short paragraphs.
- NO SINGLE PAGE DETAILING AND UNITING THE KEY VISION POINTS.
- It looks pretty but means little.
- Confusion comes from the different ideas that come from the various volunteers doing their best for their library
- As above.
- See below

The strategy is appealing

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
- Far too bitty. Would much prefer a retrospective showing recent achievements, and an evaluation followed by a split along the lines of what you will continue to do then a summary of new directions to plug identified gaps, with projects and timescales, each tied back to the strategic direction it supports.
- Too much jargon, libraries are about people not business/consultant speak.
- I personally think there are too many pictures and this distracts from the overall intentions.
- Same comments as made above.
- People need a quiet atmosphere in which to read and study. This is important and is being lost.
- It only appeals to those who feel that some sections of the community matter far more than others. Many do not wish to engage with libraries, which is their choice and their right, but you are destroying the libraries' primary function in an effort to cater for those who are free to use them but choose not to.

- It makes me feel fed up because it's a lot of noise, all about nothing.
- It is partly written in generalisations that leave my central question unanswered
- We don't understand how to link the word appealing to your strategy
- Major points missing from the so called vision i.e. a place for study and research
- See my previous clarifications
- There is a danger it is trying to be all things to all people. There is mention of literacy but little talk of books. Is the goal to provide broad ranging library services or a community centre with a few books?
- It only appeals to those who believe that the core functions of libraries are no longer relevant. Not everything has to be diluted and dragged down market. Why not maintain standards and demonstrate that they are something to be aspired to?
- It's unrealistic.
- I feel that a Library should be one of the service spokes around a Community Hub not the other way round. For some people the Library 'brand' may put people off, the Grassington case study appears to be addressing that but why pick out the Library service - all our Community Hubs should offer all the spoke facilities/services to a greater or lesser extent - sign-posting, linking and collaborating with other Community Hubs where it is not feasible to offer the full service locally.

The case studies are useful

- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
- Whilst I'm sure some are benefiting, you're wholly failing to address why the vast majority of people aren't or can't access their library
- The case studies relied on the expertise of specific volunteers. They are not necessarily capable of being deployed across all libraries. There is a requirement for permanent and volunteer staff training to expand these. This requires funds.
- This is simply because I did not need these. They may have been useful to others.
- They need to be made easier to understand

Q: Do you have comments on our vision and objectives?

Achievability	I totally agree with your vision but I question your ability to deliver. In my experience the quality of service and opening hours has declined in my region which is a community with declining services overall.

	The digital statement requires high levels of financial investment, constant upgrades and high levels of expertise both within NYCC itself and more broadly amongst library staff and volunteers. How are those to be achieved? The aim may be worthwhile but I am unclear and not confident that the pathway and resources are clear and available. The other three objectives are more achievable within existing resources, knowledge and skills.
Books / reading	I believe that the traditional core activities of the library service should not be diluted by trying to be a 'jack of all trades' at the expense of being unable to focus on what it does best i.e. loan books.
	I think that the most important thing for the libraries to provide is access to print and digital books, fiction and non-fiction, new and classics.
	Please don't lose sight of the fundamental reason for the existence of libraries, i.e. books. The vision and objectives are excellent but do take the focus away from a library's primary goal (at least in my opinion) - granting access to a wide range of literature. Fact & fiction. These days there are few books and getting chance to browse them is becoming increasingly difficult for in library theatre groups, tea mornings, kids running about. There's a danger of the library trying to become all things to all people and failing to deliver any. Is a library a repository for books or a community centre?
	Remember public libraries were established to allow the working man to have access to books. That still applies whether it is the working man or woman, young or old. There is a danger that this will get overlooked.
	There may be innovation but there also seems to be a lack of investment in books. Many libraries have had an increase in IT provision but a significant decrease in books.
	Keep the focus on reading (even if it is on line) because no one else is providing this focus
	Reading cafes are successful in providing welcoming space for all. Reading groups and reading group sets for loan can help build community and reach housebound. Thank you for your hard work!
Business	The focus of public libraries should be members of the public and not businesses unless business rates are given to libraries. Leave helping businesses to business improvement districts and other economic structures that exist such as local enterprise partnerships.

Children and young people	Rural schools & children's access to library services. There has been a great deal of publicity recently that each school should have access to its own library. Until this time arrives the library should be taken to the school on a regular basis. I understand that it is now an Ofsted objective to encourage a joy of reading, particular in younger children. School library visits will assist this in meeting this objective.
	Only that younger children must be engaged as soon as possible, in order for them to get the reading habit.
	We need to encourage children and youth in reading. Maybe allowing younger teenagers to volunteer with parental support
	Story times, reading trials, book bags help children develop essential skills which will build stronger communities. ….
	My only reservation is that you must not take the place of parents. It is too easy for parents to pass responsibility on to schools etc. when they should be doing things themselves. My parents started me reading albeit with books from the library.
	I like the vision, particularly the literacy and learning and communities' objectives. I think in current times, it's hugely important to encourage young children to get into reading as soon as possible so that hopefully they continue that passion into adulthood. I work with young children and I have certainly seen a decrease in children being interested in reading, which is sad. So I'm a big advocate of getting young people into reading as early as possible. I read in the draft strategy that you are looking to create a reading challenge for under 5s which I think is a brilliant idea and will hopefully help to increase the numbers of children enjoying reading.
Co-location	Births and Deaths registry offices should be based in the library where appropriate e.g. Scarborough.
Communication	Please could local Library events be texted to people with library cards as I often only find out about events after they have happened. Library already texts about other things. Would really appreciate it as very limited access to e-mail, but plenty access to texts. I do love attending the local Library events which have all been first rate!
	There is a wonderful wish list and I want to hear more about what Pickering Library is offering for the VE celebration event. I don't feel the library makes the most use of the window space it has to publicise what is on offer and events. I don't feel libraries go out and engage with citizens but wait for them to come in. There are various notice boards around the town and businesses that welcome event publicity. I don't feel the library promote the e book service although that would cut foot fall and decrease incomes from fines. I am not sure what they have in to promote healthy life styles apart from a Slimmers World or similar private group. I know someone who is a volunteer and they weren't told about this consultation.
	Whilst they are good, community focused objectives, the vision lacks any detail as to HOW NYCC will tell the communities that these events are happening, in order to meet the needs/ objectives. There's no point putting events etc. on, unless the community is told about them.

Community	Really vital for communities. The library is a safe, central place for people and we need to save our libraries. Use them or lose them. More publicity in towns, on buses, local radio and newspapers would help get the messages out.
	… Plus community projects help people come together to make communities
	Community needs more emphasis. Strategy needs to be unique to each library to reflect diverse communities. Health and wellbeing is rightly placed as it is vital for strong communities.
	It is vital that the library services continue to maintain their presence within the community in order to develop the literacy and learning to all from an early age through to the senior members of the population.
	The library in Pateley Bridge is a resource much used and needed by the Community
	The library is such an important part of each community. The delivery of its service supports social well-being
	People need the library, for some it is the friendly face in what could be a lonely day, or someone to help choose a book. The library is a vital need.
	Libraries need to be welcoming and accessible for all. Any charges must be kept as low as possible. People with the greatest needs often have least money and so as much as possible should be available for free.
Community hubs	I feel that a Library should be one of the service spokes around a Community Hub not the other way round. For some people the Library 'brand' may put people off, the Grassington case study appears to be addressing that but why pick out the Library service - all our Community Hubs should offer all the spoke facilities/services to a greater or lesser extent - sign-posting, linking and collaborating with other Community Hubs where it is not feasible to offer the full service locally.
	It is this re-purposing of the spaces formerly known as 'libraries' that should be pursued - but only if existing community space is not otherwise available. Example - many villages will have town / parish / community halls - why should there also be a separate building called a 'library' at additional infrastructure and maintenance cost ?
Co-ordination	Objectives need co-ordination across all libraries, ensure volunteer managed libraries gain learning from what others are doing; health and wellbeing needs co-ordinating with Director of Public Health, health and care providers and local CCGs - there should be one person at NYCC co-ordinating activity for each objective, so have a county-wide action plan
	Libraries need to be part of a multi-agency response to succeed with these objectives
	Libraries need to work with others, doctors, hospitals, education etc. to ensure people can live fulfilled, independent lives. People cannot become too dependent on libraries and expect them to undertake work that should be done by others for example, doctors.
Cultural offer	Wonder if there is more scope to become explicit about the role of libraries as a focal point for cultural activities. Art, drama, poetry

Digital inclusion	As long as people are not penalised, especially older people, for not wanting perhaps to be digitally connected.
	Digital inclusion needs to include cyber fraud awareness. There are many community locations which deserve support as well as libraries.
	I think the digital aim will be difficult to achieve because many volunteers are in the over 60 age group and don't have the skills at the level required to teach others
	more help needed for people who do not use technology
	Not sure about Digital aspect given that my local library has just lost one of its public computers. I would rather the base provision (i.e. public computers) was right before taxpayer's cash and volunteer-raised income is spent on things such as VR. On communities, there is a need to emphasise that libraries must work in partnership with other voluntary agencies in local areas.
	Re Digital - link up with the Digital Champions Network that has similar objectives and that is also being supported by Harrogate Borough and NCC
Diversity	You have not set Diversity targets to represent mixed cultures e.g. Scarborough. There is no age/gender/ethnicity/sexual identification statistics for library volunteers. There are no library economic career paths identified.
	Will there be any communication access for deaf people? BSL /English interpreter, lipspeaker, loop, etc.
	Not to concentrate on the very young and their parents. To include the Senior Citizens (NO OAP referral) seriously and with respect. As a library volunteer I feel the planning is arranged around the younger generation while the Seniors are not considered as an important part of the planning. People are people whatever age and should be given equal opportunities to use the libraries.
	This survey and any future survey needs to be in easy read and clear and easy to understand.
Funding	Community libraries are doing an incredible job. I hope they are given additional support from the council and not subjected to further funding cuts.
	I agree with all these objectives, but to achieve them North Yorkshire Council need to make more investment. The libraries are very dependent on volunteers, from cleaning to raising money even just to pay rent for the building and pay heating and lighting bills. Before any of the above can reach their potential, the council need to put in as much effort as the volunteers.
	Nothing at all wrong with the vision. Implementation another issue. Funding crucial, including not reducing staffing levels in libraries - one to one interaction important - and maybe a larger budget for book acquisition. This last a challenge I k ow.
	The objectives are fine but are they achievable with the finances and voluntary help available? In my experience voluntary help cannot be relied upon to be regular, thus leading to discontinuity in services offered.
	The strategy gives a clear indication of the vision of our community run library - The Globe at Stokesley - whose trustees give emphasis to the library being a community focal point. However, what is absent from the document is the resources that will be required to enable libraries to deliver the strategy.
	The things you mention in these objectives haven't been met over my lifetime. How do you expect these things to be achieved during times where budgets are tighter than ever?
	These are all very laudable, there is no commitment in this document to fund these initiatives.

	These laudable visions require adequate funding, without this it is merely political 'hot air'.

Health and wellbeing	I would like to create social prescribing clinics from within Libraries, making use of the excellent resources you have, and putting people at ease in your welcoming environments.
	Wellbeing and social connection are the most important things for libraries to continue to meet the needs of communities
Home Librar	I think home library services is an excellent service
Implementation	All these have to be followed through with Professional guidance so that outcomes are sustainable.
	As a volunteer worker in my local library I fully support the 4 objectives. However the draft does not really give any ideas on how they could be achieved and indeed no strategy seems to exist either County wide or locally to meet the objectives?
	As they already do it I don't think an awful lot will change on the ground, it will probably just generate more paperwork
Local history / research	Skipton Library does not provide a comprehensive service. There is no professional expertise. There are no facilities whatsoever for quiet research. The so-called research technology does not work. My needs are certainly not met. The library used to be an enjoyable place to visit and to do research for my local history publications. The staff who had knowledge have all long since left. The noise from other activities in the so-called reference room is certainly not conducive to study. There should be provision and facilities for research with staff who have knowledge of the resources available and how they work. I do not go into the library any more as it does not meet my needs. The study/research/local history facility which a library should be providing is missing from the North Yorkshire plan
	Skipton library holds unique archives, some physical and some on microfilm. There is now only one working reader, which people book and travel to, but it does not seem to be connected to a printer. The digital reader has major problems. All research needs a quiet atmosphere. Libraries should stick to their core function and perhaps branch out with any surplus money. What should be 'extras' are now taking over and you are having serious effects on the mental health and enjoyment of life for a large but now-neglected group - who actually pay council tax but are seeing what they would like it used for being steadily removed.
	Your vision and objectives are skewed towards those you perceive as 'excluded'. Most of this is entirely by personal choice, and trying to drag everybody and anybody into libraries with narrowly-targeted projects is an exercise in box-ticking. You are actually excluding older council-tax payers who have a right to be able to access our rich archives in an atmosphere conducive to concentration.
	More needs to be made of bringing local history into libraries, recording memories.
Mobile	I did not read anything in the Strategy regarding "Mobile Library Services". For those in outlying villages in North Yorkshire, including Care Homes, this service must continue. Lots of elderly people are not/do not want to be "E-Literate", and enjoy the touch/feel of a good book. I know councils now consider Mobile Libraries as "low hanging fruit" in their budget, but it is so much more than a library ,it connects into Health and Wellbeing through information dissemination.

None	n/a
	No
	No
	No, I think they are perfect.
	Not really got any views on libraries, I haven't used one for about 30 years

Other	I was aggrieved to note that my local library was promoting less use of plastics when it had just been refurbished with such,
	It's all rather "motherhood and apple pie".
	Our Library in Sherburn is endeavouring to meet all the above and is certainly moving well along this road. Pity about the lack of car parking spaces. This is certainly a problem for the disabled and for volunteers who need to park very close in order to deliver books, etc.
	I noticed a small directory of activities had been produced for Pickering Library No mention was made of the monthly singing session run by a local community venture (Musical Memories) that takes place there drawing in at least 25 older people every month. Given this group has been operating in the library for 2 YEARS with the full support of the volunteer committee chair and NYCC library staff and local Coop (donating refreshments) I would like to know why the omission occurred.??? This kind of collaborative working helps to improve the community and improve health and wellbeing - so would welcome an explanation and a reprint of said booklet!
	To me libraries are essential and should be an integral part of our lives!
	Have you considered having dog friendly areas where possible, maybe in coffee or garden areas?
	Libraries should be quiet and food and drink should not be allowed
	These are hard to disagree with but do not deal with the issue that worries me
Support for volunteers / staffing	A lot more work should be focused on the skills, training and appropriate recruitment of volunteers. Given you refuse to pay for librarians, which are highly skilled, you could at least recruit volunteers who have some capability to fill the gap. I've had numerous wrong orders for our book group, volunteers who can't work the IT system, rarely anyone available who can actually advise on appropriate reading or make recommendations. Many of the groups are not advertised so hard to access for new people and information on the websites is often wrong. As someone working with isolated people, I rang 8 libraries in October to ask for a list of groups available, times, cost and how to access. Only one library responded (Filey) with partial information and a promise to follow up with the rest (didn't happen). I went in person to one library (Malton) to ask about the reading group and once I explained my client had mental health issues, they were very reluctant to provide information and insisted she should make arrangements to go in and talk to one of the volunteers prior to going to the group to see if it was 'suitable' for her to attend. Whilst I'm sure plenty of money has been saved, libraries are now a shadow of their former selves and the only one in our area that seems to be manned by welcoming and somewhat knowledgeable people is Derwent Bridge.
	Excellent objectives but find it hard to believe that the Council will be able to achieve all these goals with volunteers as library staff.

	I really miss our proper library, with space for plenty of books and paid librarians. Your draft plan has lots of 'spin' but little substance. Now the service is almost completely run by volunteers and the space we have is extremely limited. The volunteers work hard and, without them, we would have no service at all.
	I think we need to keep paid staff who can manage innovative projects and ideas rather than counting on the goodwill of people. Most volunteers are elderly, this isn't sustainable and we have a duty of care to provide library services to promote literacy and community in order to raise self-esteem and wellbeing.
	If the community is supported and the library isn't just dumped on volunteers who are ill-equipped and feel abologsed to do the work.
	It all sounds excellent and just what is needed in the current climate but none of it will be achieved as in the previous library consultation NYCC replaced qualified experienced staff with volunteers.
	Key point here is 'skilled teams to support...". No more cuts to staffing and ideally increased staffing support for volunteers. More specialised staff to deliver this vision given the 'proven' benefits of libraries?
	My library at Scalby (Scarborough) is excellently run by volunteers. Perhaps some of these "professionals" that you talk about in your outline would care to come to Scalby and lend a hand to relieve the burden of its everyday running (& financial cost) for these amazing volunteers? Your article certainly implies a different picture!
	Need to keep LOCAL libraries open as much as possible and with as much professional support as possible. I love our volunteers, but I miss the paid library staff who had knowledge of books and could suggest books for a reluctant reader, or what type of book to move onto next. The volunteers just don't have this knowledge.
	Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
	There are some really good ideas but I would hope that you have the staff to deliver them. A lot of the time when I come in the staff are pretty stretched thin so I don't like asking for help as they are already very busy.
	Volunteers may be very nice people but you do not always get the same service throughout the library service.
	Local resources mainly depend on their range of local volunteers and their skills and interests. Ours are very good at organising events and children's functions, but being mainly composed of retirees, may lack some of the digital expertise required for help in this area. Courses have been run by involving other agencies, but to expect and deliver a wide range of this type of activities perhaps County would have the relevant staff? Vision and objectives are all well and good, but the basic day to day manning of libraries, there upkeep and funding all make considerable demands on a limited number of devoted volunteers, and as the same cohort are likely to be running of specialist activities too, expectations should be realistic.
	Without volunteers our library in Filey would shut. No good spending money on refurbishments etc. if you don't invest in staff. Luckily our volunteers are dedicated.
Supportive	excellent
	Feel it is going in the right direction
	Fully Support

	I agree that libraries are in a unique position to make this vision tangible and meet these objectives; as they are a safe, neutral and non-stigmatising space at the heart of their communities.
	I am a volunteer at my local Library in Skipton and I love the work I do, the people I meet and the many things I constantly learn. My Library is absolutely essential for future vision and objectives mentioned in the planned strategy.
	I am currently a digital user of library services but I think maintaining our physical libraries is crucial. Loss of community is a real threat and anything that can be done to create/maintain a safe place for people to thrive has got to be a great thing.
	I think libraries are essential to the well-being of the community. I hope you can achieve all your objectives and have personally been involved in running Well-Being courses in libraries through ALSS.
	I think the strategy is rightly aspirational. There may be a danger in being unrealistic in in overachieving in areas like community and health and wellbeing. These are important but ,may conflict with the libraries role in improving literacy and digital skills by overstretching resources.
	LET'S MAKE IT HAPPEN
	Seem fairly ambitious - nothing wrong with that
	Since having my baby I visit my local library at least once a week with him. It has become a part of our week and I genuinely look forward to visiting because it's such a welcoming and nurturing environment. I'm on first name terms with most of the staff/volunteers and use the books and groups! I feel it is a focal point in our community and often see groups of older people meeting there at the same time each week for coffee and chat which they have obviously developed themselves! The Knaresborough library is a real community asset and I don't know what I would do without it! Huge thank you to all the amazing people that work and volunteer there!
	The people of North Yorkshire are very fortunate to have a County Council that is so committed to upholding the vital work that libraries can offer local communities
	Very good
	Wholeheartedly agree with the vision and objectives - quite challenging and wide-ranging.
	Wonderful! Do it!
	Your vision and objectives are bang on for the next 10 years

Q: Is there anything missing from the strategy?

Accessibility	.... Longer opening times, evening opening times. Make libraries accessible for all.
	Communication access for deaf people
	Discussion on opening hours. Accessibility of libraries e.g. Stairs, toilets
	I would like the local libraries to work together so at least 1 is open at any time of day. I live near Leyburn & their library is closed on a Thursday, Catterick is open 10-1 unassisted & 1pm onwards with volunteers & Bedale is open 3-6. I shouldn't have to travel any further to access services
	What are you doing to help the smaller communities to access books?
Books and	A focus on books and reading. Long document to read
	Books

		Books, books, books, books. Lots of fiction, preferably. That's what libraries should be for. OK, computers have a part to play but the core business should be reading for pleasure….
		if the service is funded on the basis of book 'issues' there does not seem to be a strategy for increasing these.
		Support for reading groups, will it continue and develop. ….
		The books, the numbers of books appear to be dropping as there are now fewer shelves in our library, that is the heart of the whole thing, give us more books.
Comm it ment		Commitment
Communication		As an ex civil servant well used to drafting strategy I know people probably won't go through it in fine detail or comment particularly! Strategies are needed to serve a purpose administratively, but think messages for the public need to be as simple and concise as possible.
		Promote more children's story times throughout the district
		Your website should be made more accessible, for example, easier to read and understand
Communities		As per my previous comments, I feel that a Library should be one of the service spokes around a Community Hub not the other way round.
		More emphasis on links with community groups. More provision out reaching into communities in partnership working with non-profit making organisations.
		See above- how NYCC will engage with all the communities.??
		Work backwards from what a community needs rather than 'what do we do with our library' - pretend a library doesn't exist, put emotion to one side and ask what is required.
Defini tion		... What is the difference between core/hybrid/community libraries?...
Detailed plans		Detail
		Detailed plans
		Details of how to implement the strategy.
		Explanation of how NYCC will assist/ encourage community libraries to also work towards the strategy.
Diversit y		Diversity? Promotion of, meeting the needs of, etc.
		Realism. Thought for how minority groups will be included.
Engageme nt on		Perhaps seek a view from each library separately on some of the key issues? Case studies are interesting and useful to see what is going on across the county.
		I don't think it's accessible enough to people. I found this on the intranet, This needs to be made more available and more discussion and debate to generate interest.
F u		An explanation of where the necessary money to support it will come from

		As a strategy it is totally uncosted with no apparent financial plan to back it up. How much of it is actually achievable? A strategy drawn up with no idea about funding is a poor strategy.
		Funding is not quantified
		I would like to see more detail on investment in library book stock and buildings…..
		Identification of resources that will be available for community libraries to deliver the strategy at local level.
		Implementation? Funding?
		Long term commitment to proper funding.
		The Council has a deficit budget so where is the funding coming from? Independent grant providers do not usually support local government facilities.
Guide		General guidelines
Health &		I'd like to see something in health and wellbeing about sporting opportunities, or mental games like chess; in addition, work with public health to develop more walking trails and promote through libraries; work with local health and care groups
Income		…..Opportunities to generate income by bringing cafés or retail units into libraries.
Lack of substance		Needs to be one!
		All very political in its use of language. It all sounds plausible but as we know from politics hardly means anything.
		It's a bit wishy washy. I've read it through twice, and still can't remember the four main aspirations.
		It's all words and no substance. NYCC will not deliver.
Measuring performan		Facts and figures specific to each aim? Some qualitative feedback from participants/users?
		WHO AND HOW THESE AIMS ARE GOING TO BE MONITORED AND MEASURES.
Innova tions		…. What are the key new innovations for the next 10 years?
None		No (x6)
		Not that I can think of
		Not that I could see, I thought it was well written, aesthetic and told the reader everything they need to know.
		See previous comments.(x2)
		Not that I can detect
		The planned strategy is great and I cannot see anything missing.

Older people	I'd like to have seen more of a focus on the elderly. They are probably the ones who need the community most and the ones who struggle with the digital aspect and being able to be physically present in the library
Other	Respect for the interests of a large portion of those whose council tax pays for all this diversity and dumbing-down. Your new target group will not respect you for chasing them in apparent desperation to get them through the doors, which were always open to them, and everyone else despairs.
	Only available on line _____?
	Any unknowns are unknown at this stage
Quiet study and facilities	Access inacceptable conditions to vital and unique archives.
	...I welcome the digitisation of local studies materials - this should involve the County Record Office and local history societies….
	We need some kind of 'platform' where local documents, research etc. that is kept in the library and is not copyright protected can be digitised by willing volunteers and uploaded so it becomes available not just for local users but for anyone in the world who is interested.
	A quiet room for study.
	I wish there was some focus on at least part of a library being kept quiet. In Harrogate it would be difficult to keep the ground floor quiet because of the reception but more effort could be made on the first floor. Grumpy old man that I am I get annoyed by children being allowed to run about.
	Quiet study - for many people (old and young) the library is the only place they can find a quiet place to read/study; Skipton library sorely lacks such a space as the number of "activities" increases. A corner of the Ref Library could surely be partitioned off for study cubicles?
	STUDY, RESEARCH FACILITIES THAT WORK AND COMPETENT LIBRARIANS
	Would have liked to see more about development of reference libraries especially those like Skipton which serve areas furthest away from the NY archive at Northallerton. Disappointing that items keep being removed without being digitised for local use. Also upskilling of volunteers now fewer staff
Staffing	I want to know what priority, if any, is being given to ensuring that all your libraries have qualified librarians available in the future. My worry is that young graduates will stop applying to be librarians and that courses will close down for that reason (it may be that this is happening already
	Proper libraries
	Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
Support for volunteers	More focus and funding for training and upskilling volunteers, ensuring fair and equitable access and that volunteers are actually capable of the roles given.
	Specific help for volunteers to enable them to help others
	Also upskilling of volunteers now fewer staff
	Would like to see a more in depth strategy where it shows impact results, professional staff input and how they support volunteers. To offer this you need to have many experienced, knowledgeable Library staff to help volunteers deliver this.

Tourism	A role in tourism
Value of voluntee.	To make it clear to the public that North Yorkshire investment is minimal and how much funding is achieved with hard work from volunteers.
Young People	Activities and resources to ensure that teenage readers transition to become confident, discerning adult readers who read both for pleasure and in order to extract accurate information about the world around them.
	Asides from a young-person quote - there was no real emphasis or plans to engage teenagers and young adults into the library. It would have been great to see some mention of Young people engagement in this strategy, particularly as the library has so much potential to offer them.
	The development of strategies to encourage young adults and middle aged adults to use libraries. This maybe having to work against changed cultural trends. I wonder if many in this age group see libraries as relevant beyond benefit for younger children. The digitally excluded older age group needs.

Q: Have you any other thoughts on the strategy?

- Lack of investment
- Public Libraries are a statutory service and need proper funding and most importantly paid/trained library workers. By offloading them to volunteers, charities, parish/town councils etc. you are reneging on your statutory responsibilities.
- Yes. Each local library will have different ways of trying to achieve the objectives. Perhaps the individual libraries need to be asked formally what would be its plan to meet the objectives if the draft is adopted?
- It is driven by political correctness rather than the reality that older people (along with children) have always been heavier library users. In Skipton there were two microfilm readers, always well-used and booked. You got rid of one but the expensive and much-trumpeted digital reader rarely seems to work, so you are down to one. Skipton library holds single copies of resources like the Craven Herald archive and people travel to use it on the one available machine - which no longer seems connected to a printer. Students and researchers are very poorly served, in favour of trendy 'inclusivity' initiatives, and the complete absence in a sizeable town of one room where quiet study and concentration is possible. Promises were made about access to archives and these have been broken, at least in spirit, and in practise in the case of the film readers. NYCC should be ashamed of how difficult it has made access to OUR past.
- Skipton library holds unique archives and resources for study, which should be available for consultation in a quiet atmosphere. Many are hard to read

and require concentration. The microfilm reader is the only source of our local newspaper archive, and people need to book and often travel to use it. This has been made very difficult by the acceptance of eating, drinking and conversation in the one room of the town where study was possible, plus regular community groups also using the space. We were promised at a meeting of Full Council that these precious resources and facilities for studying them would be safeguarded as the system changed, but this promise has been broken. We have already lost the Petyt library. NYCC has many premises and should not have the right to deprive us of the one room in which we used to be able to work. This does not only affect researchers; there used to be schoolchildren who would come and work in peace, presumably because they had nowhere else. They too have lost this precious haven. Perhaps the first floor room should be divided so that there is one place left where quiet can be assured. Other libraries manage it, but they do not have the unique resources which are held by Skipton library. Working in peace is not an outdated concept. Not everything can be made 'vibrant' and 'inclusive' if it means destroying something so valuable.

- Bring back libraries.
- Doesn't feel like a genuine attempt to deliver a modern, useful service but a justification of the funding cuts. Fail to see any evidence of significant and meaningful consultation with the wider community (especially those who never use libraries) on how they could be improved, more accessible and of value to the community. Those that are poorly used (e.g. more than books, Eastfield) need to ask questions about why the local community makes no use of a potentially valuable resource.
- No, resistance is obviously futile. We are written off as dinosaurs.

Other comments received outside of the questionnaire

Email comment:

The Strategy is an impressive and well-illustrated document but it is far far too long. Most people will lose the will to live by the time they've reached half-way. It's as if there was a determination to include everything for fear of missing something out. A briefer strategy, in my view, would be more usable and more of a "live" document. I'm sure that you would want this to be a "living" treatise in the sense that it could be easily assimilated and understood and owned. At the moment I feel that it is too dense, too lengthy, and will be put to one side and not used.

The biggest risk to the NYCC Library Service surrounds volunteers. At the moment the 31 Community Libraries seem to be doing well as far as volunteers are concerned. What will the position be in 2023 and beyond? Whilst the Strategy, quite rightly, pays tribute to the input made by 2,000 volunteers across North Yorkshire it is silent on the question of the recruitment, training, retention, and appreciation of the necessary volunteers who will be the "front line", over time. The Strategy will fail

without appropriate volunteer input. So there should be some narrative on this question.

A third point concerns the Library being "at the heart of the community". I've been thinking about this. In some places the local library will, quite rightly, be at the heart of the community and will be recognised as such. But certainly not everywhere. There will be variation from place to place. For example, in Settle we have a Business Hub as well as a lively and flourishing Age UK organisation. It would be wrong for our Library to duplicate the activities of both Business Hub and of Age UK but entirely right that our Library should complement and partner these other organisations. Going back to the Strategy perhaps there could be more recognition that there will be variations in each local situation and that libraries should work to develop their co-operation with other local organisations.

So my comments are that the Strategy should encompass the above. Also reduce the length radically, cut out many of the lovely pictures as "packing" and unnecessary, and particularly make the document more easily digestible thinking all the time about the end users.

Email received:

Thank you for your email regarding the consultation on the library strategy. We discussed the proposal at our meeting this morning and felt it gave a clear message of all the things that we ourselves hope to achieve. We liked the presentation and are looking forward to viewing the final version!

Social media comment:

I don't think it is sustainable to rely on volunteers to run a public service. The volunteers themselves are amazing, but eventually that resource will run out as people retire older, and families running on two full time jobs have no time to give.

Initial Equality Impact Assessment Screening Form

This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.

Directorate	Central Services
Service area	Libraries
Proposal being screened	Revision of library service strategy
Officer(s) carrying out screening	Chrys Mellor
What are you proposing to do?	Revision of current service strategy
Why are you proposing this? What are the desired outcomes?	Existing strategy does not reflect current service delivery model (which was introduced after extensive public consultation) or current use made of public libraries.
Does the proposal involve a significant commitment or removal of resources? Please give details.	No

Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics
As part of this assessment, please consider the following questions:
- To what extent is this service used by particular groups of people with protected characteristics?
- Does the proposal relate to functions that previous consultation has identified as important?
- Do different groups have different needs or experiences in the area the proposal relates to?

If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your [Equality rep](#) for advice if you are in any doubt.

Protected characteristic	Potential for adverse impact		Don't know/No info available
	Yes	**No**	
Age		✓	
Disability		✓	
Sex		✓	
Race		✓	
Sexual orientation		✓	
Gender reassignment		✓	
Religion or belief		✓	
Pregnancy or maternity		✓	
Marriage or civil partnership		✓	
NYCC additional characteristics			
People in rural areas		✓	
People on a low income		✓	
Carer (unpaid family or friend)		✓	

Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	We have no evidence that the impact should be greater on areas where there are known inequalities/probable impacts.
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	It is not anticipated that there will be a significant effect on how our partners operate. All partners have been involved in the development of the Strategy.
Decision (Please tick one option)	EIA not relevant or proportionate: ✓ Continue to full EIA:
Reason for decision	No potential for discrimination or adverse impact has been identified. The revised library strategy has been developed to reflect the current service delivery model (which was introduced after extensive public consultation and full equality impact assessment). The service will continue to collect data on usage etc, to undertake the nationally validated Public Library User Surveys, and to gather customer feedback through comments books etc. Together this allows the service provision and customer views to be continuously monitored to ensure that people with protected characteristics are not put at a significant disadvantage.
Signed (Assistant Director or equivalent)	Neil Irving Assistant Director Policy, Partnerships and Communities
Date	6 April 2020

NORTH YORKSHIRE COUNTY COUNCIL

THE EXECUTIVE

21 April 2020

LOWERING THE AGE RANGE OF RICCALL COMMUNITY PRIMARY SCHOOL

Report by the Corporate Director – Children and Young People's Service

1.0   PURPOSE OF THE REPORT

1.1   To report the outcome of informal consultation carried out by the Governors of Riccall Community Primary School.

1.2   To seek approval for the publication of proposals and statutory notices to lower the age range of Riccall Community Primary School.

1.3   To ask the Executive (or the Executive Member for Education and Skills if there are no objections during the representation period) to schedule taking a final decision on the proposal at their meeting on 23 June 2020.

2.0   EXECUTIVE SUMMARY

2.1   The Governing Body of Riccall CP School has asked the Local Authority to propose lowering of the age range of their school from 4-11 to 2-11 in order to offer nursery education for two and three year old children.

2.1   This report is supported by a number of appendices as listed below:

        Appendix 1: Consultation document
        Appendix 2: Statutory Proposal
        Appendix 3: Draft Statutory Notice
        Appendix 4: Equality Impact Assessment
        Appendix 5: Consultation Responses

3.0   BACKGROUND

3.1   All three and four year old children are entitled to 15 hours of government funding known as Universal Funding per week for 38 weeks per year to access Early Years Foundation Stage education and childcare. This will be from the beginning of the school term following their third birthday until compulsory school age or until they take up a place in a Reception class. From September 2017, eligible working families have been able to access up to an additional 15 hours of government funding known as Extended Entitlement to access the equivalent of 30 hours of government funded childcare per week for 38 weeks per year. A government funded place can be taken in a maintained school nursery and Foundation Stage class and/or in an Ofsted registered private or voluntary sector provision. It is parental choice as to which type of provision is most appropriate for their child and

most convenient for individual circumstances. Riccall Pre-School provides funded early years education for 2, 3 and 4 year olds, from 8 am to 3pm each weekday during term time.

3.2   The Riccall Pre-School committee has approached Riccall Community Primary School and has proposed that the school takes on the provision that is currently run by Riccall Pre-School. Riccall CP School currently provides education for children from 4-11 years.

4.0   THE PROPOSAL

4.1   Riccall Community Primary School is proposing to provide places for 2, 3 and 4 year olds by creating a new Nursery class. The Nursery class would be led by a qualified teacher, and suitably qualified and experienced teaching assistants to support the learning and development of the children. It would be similar to what is currently available in the existing Riccall Pre-School.

4.2   The proposed nursery class will provide up to 26 places for 3 and 4 year olds, per session, and 4 places for 2 year olds. The school's existing wrap-around care providers would offer 'breakfast club' places to 3 and 4 year olds, and if there was sufficient demand, they would also consider offering 'after school' club provision for 3 and 4 year olds. This would extend the day from 7:30am to 6pm.

4.3   Priority for admission of nursery-aged children will be determined by the County Council's Admissions Policy for Nurseries. Admissions for the nursery-aged children are separate from admissions to the school, which are determined by the County Council's policy for Community and Voluntary Controlled Schools.

5.0   ISSUES TO CONSIDER

5.1   The effect that a new nursery would have on existing providers must be considered. The school already has links with other pre-school providers who have been consulted and given the opportunity to make their views known on the proposal. The expectation is that North Yorkshire providers within a five- mile radius are consulted.

6.0   CONSULTATION UNDERTAKEN AND ANALYSIS OF RESPONSES

6.1   From 2 March to 27 March, and subsequently extended to 1 April 2020, the Governing Body of Riccall Community Primary School consulted the local community on their proposal. The consultation document, which is appended to this report, was sent out to parents, local stakeholders, and other Early Years providers.

6.2   24 written responses to the consultation had been received. These included 20 responses including comments and 4 other responses which indicated their support for the proposal without making further comment (Appendix 5).

6.3   22 consultees wrote in support of the proposal. These were mostly parents but also included Kelfield Parish Council and a district councillor. One consultee was

not in support, and another was undecided; in both cases they were not in favour of the school taking two-year old children. There were some queries raised by consultees about funding and the condition of the pre-school premises, which are examined in section 7 below.

6.4   The main concerns raised by consultees were about the impact that founding a nursery class may have on school staff, primarily subject leaders and administrative staff. The nursery class is part of the continuum that ends with the Reception class, and for those staff with a good understanding of the Reception curriculum, the nursery class is not a completely new area to understand. There is also the possibility of a teacher taking on leadership responsibilities for the Early Years Foundation Stage as part of the school's senior leadership team. The Headteacher has been in contact with another school with a nursery to examine the likely impact on administrative staff.

6.5   The governing body agreed on 2 April to proceed with the nursery proposal.

7.0   FINANCIAL IMPLICATIONS

7.1   <u>School revenue funding</u>

The school is currently projecting a small in-year deficit of £4,200 this year, and surpluses of over £20,000 in 2020/21 and 2021/22. The Headteacher has modelled the potential income and costs of running a nursery class and feels that this is financially viable. The Headteacher has also discussed with the Chair of the Pre-School about the financial implications of the temporary closure of the pre-school during the coronavirus (COVID-19) pandemic.

7.2   <u>Capital Implications</u>

The pre-school operates from a prefabricated classroom unit on the school site. This was installed around 2009-10, and is generally in very good condition. The unit has been inspected by the County Council's maintenance surveyors and their recommendations have been shared with the school.

7.3   <u>Transport costs</u>

There are no transport costs related to this proposal.

8.0   LEGAL IMPLICATIONS

8.1   The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 set out the manner in which prescribed alterations could be made to maintained schools. The statutory guidance 'Making Prescribed Alterations to Maintained Schools' was updated in October 2018[1] . Careful attention has been paid to this guidance throughout the process.

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[1] DfE, School Organisation (Making Prescribed Alterations to Maintained Schools) Regulations 2013 and Department for Education statutory guidance for proposers and decision makers, Making Prescribed Alterations to Maintained Schools, October 2018.

9.0   HUMAN RIGHTS IMPLICATIONS

9.1   There are no Human Rights issues in relation to this decision.

10.0   OTHER IMPLICATIONS

10.1   An Equality Impact Assessment has been undertaken in respect of this change and is attached at Appendix 4. This includes an assessment of the potential impact of the proposals on rural communities.

11.0   CONCLUSION

11.1   The consultation process has revealed widespread support for the proposal. The Governing Body considered the consultation responses on 2 April and voted in favour of proceeding to seek the approval of the Executive to publish statutory notices.

12.0   NEXT STEPS

12.1   It is proposed to publish proposals and statutory notices on 30 April 2020. The proposals would be published on the County Council's website and the statutory notice would be published in a local newspaper and displayed at the main entrance to the school. This would provide four weeks for any further representations to be made to the Local Authority by 28 May.

12.2   The Executive agreed a model for decision making on school organisation proposals on 25 September 2007. If approval is given to publish statutory proposals and notices, it is proposed that a final decision is taken by the Executive on 23 June 2020 (or by the Executive Member for Education and Skills if there are no objections during the representation period).

12.3   The key dates are shown below:

Consultation	2 March – 27 March, and extended to 1 April
Governing Body consider consultation responses and vote to proceed	2 April
County Council's Executive decision to publish statutory notices	21 April
Statutory notices published	30 April
Representation period (4 weeks)	30 April – 28 May
Final decision by County Council's Executive (or by the Executive Member for Education and Skills if there are no objections during the representation period)	23 June
Implementation	1 September 2020

13.0   RECOMMENDATIONS

13.1   That proposals and statutory notices be published on 30 April to lower the school age range of Riccall Community Primary School from 1 September 2020.

13.2   That the Executive schedule taking a final decision on these proposals on 23 June 2020.

Stuart Carlton
Corporate Director – Children and Young People's Service

Report prepared by John Lee – Strategic Planning Officer

Appendices
Appendix 1 – Consultation document
Appendix 2 – Statutory proposal
Appendix 3 – Statutory notice
Appendix 4 – Equalities Impact Assessment
Appendix 5 – Consultation responses

APPENDIX 1: Consultation document

RICCALL COMMUNITY PRIMARY SCHOOL

PROPOSAL TO CHANGE THE AGE RANGE OF OUR SCHOOL AND CREATE A NEW NURSERY CLASS

In partnership with Riccall Pre-School, the Governing Body of Riccall Community Primary School is considering new Early Years provision for two, three and four year old children. We would like to know the views of parents and other interested members of the community.

<u>Why are the governors making these proposals</u>?

The Riccall Pre-School committee have approached the school and have proposed that Riccall Community Primary School takes on the provision that is currently run by Riccall Pre-School. All three and four year old children are entitled to 15 hours of government funding known as Universal Funding per week for 38 weeks per year to access Early Years Foundation Stage education and childcare. This will be from the beginning of the school term following their third birthday until compulsory school age or until they take up a place in a Reception class. From September 2017, eligible working families have been able to access up to an additional 15 hours of government funding known as Extended Entitlement to access the equivalent of 30 hours of government funded childcare per week for 38 weeks per year. A government funded place can be taken in a maintained school nursery and Foundation Stage class and/or in an Ofsted registered private or voluntary sector provision. It is parental choice as to which type of provision is most appropriate for their child and most convenient for individual circumstances.

Riccall Community Primary School is considering providing places for 2, 3 and 4 year olds, by creating a new Nursery class. Early Years staff would work together to provide an excellent environment for a young child's development. The Nursery class will be led by Sally Sutherland, who is a qualified teacher, and suitably qualified and experienced teaching assistants to support the learning and development of the children.

<u>What would our new nursery provision look like</u>?

It would be similar to what is currently available in the existing Riccall Pre-School and our Reception class, in school. There will be high quality play-based provision including role play, sand, water, construction, reading, mark making, and outside play. The learning environment will be equipped with suitable furniture, equipment and resources for 2, 3 and 4 year olds. There will be free flow between the indoor and outdoor areas, offering children the choice of activities and allowing them to engage in learning which is relevant and appropriate to their age and stage of development. They will be supported by knowledgeable and appropriately trained adults who are in tune with each child's individual needs. This proposal will allow there to be greater consistency between nursery aged children and our Reception class, which will lead to a smoother transition into Reception and school in general.

<u>Why is this consultation taking place</u>?

Currently the youngest children that the school can admit are in the Reception class. In order to take younger children into the proposed new nursery class, legal processes must be followed to lower the age range of the school from 4-11 years to 2-11 years. The first step in this process is that local people must be asked for their views. As a Community Primary School, the Governing Body then needs to request that the County Council's Executive formally lowers the age range of the school, in order to create the new Early Years provision.

<u>How many places will be offered</u>?

The proposed nursery class will provide up to 26 places for 3 and 4 year olds, per session, and 4 2 year olds. We have also spoken to the providers of 'Zac's Club', our wrap around care providers, who would offer 'breakfast club' places to 3 and 4 year olds. If there was sufficient demand, they would also consider offering 'after school' club provision for 3 and 4 year olds. This would extend the day from 7:30am to 6pm. Parents will be charged for this service.

<u>Which children would be eligible for a place</u>?

Priority for admission to the nursery class will be determined by the County Council's Admissions Policy for Nurseries. Admissions to the nursery class are separate from admissions to the school, which are determined by the County Council's policy for Community and Voluntary Controlled Schools. Further details are available at: http://www.northyorks.gov.uk/article/26372/Admissions-policies

<u>Deciding on admissions</u>

The Headteacher will make the offer of a place in the 'Early Years class' in writing to parents and carers.

<u>How will the new Nursery class affect other providers</u>?

The new nursery class would take children aged 3 and 4. Local Early Years' providers are being consulted and have the opportunity to make their views on the proposal known.

<u>What will happen next</u>?

This is the first step of the consultation. Comments on this consultation will be considered by the Governing Body who will then decide whether to ask the County Council's Executive to publish statutory proposals to lower the age range of the school on their website. This will provide a further period of four weeks in which views and comments can be made.

<u>If these proposals go ahead, when will the new Nursery class open</u>?

It is proposed that the first children will join the Nursery class in September 2020

<u>How do I make my views known</u>?

Your views are important, and we would value your opinions.

You should complete the attached comments sheet and return it to the school.

<u>Comments should be returned by 27th March</u>

If you have any further queries, these should be addressed to Mr. Nick Styles (Headteacher)

RICCALL COMMUNITY PRIMARY SCHOOL

<u>CONSULTATION ON THE PROPOSAL TO CHANGE THE AGE RANGE AND CREATE A NEW FOUNDATION STAGE CLASS AT RICCALL COMMUNITY PRIMARY SCHOOL</u>

Do you consider it desirable that the age range of the school is changed from 4-11 to 2-11 and a nursery class is set up at our school?

Yes ☐   No ☐

Any further comments you would like to make:

_____

_____

_____

_____

_____

_____

_____

Name: you   _____   Please tick the category

Address: _____   represent:

                          _____   Parent ☐

                          _____   Governor ☐

                          _____

                          _____   Other ☐

Post Code: _____

_____   Please specify

Please return to Riccall Community Primary School

<u>The closing date for receipt of responses is Friday 27th March</u>

We are collecting this information for the purpose of gathering views on the proposal. Your personal data will not be published or passed to any other organisation unless a legal obligation compels us to do so. We may contact you to discuss your views further.

APPENDIX 2: Draft Statutory Proposal

Statutory Proposal by North Yorkshire County Council for the Lowering of the School Age Range at Riccall Community Primary School

Full Proposal Document

Name and contact details of the Local Authority or governing body publishing the proposal:
North Yorkshire County Council, County Hall, Northallerton, North Yorkshire, DL7 8AE

Name, address and category of the school proposed for alteration:
Riccall Community Primary School, Coppergate, Riccall, York, North Yorkshire, YO19 6PF

Proposed Implementation date:
1st September 2020

Description of alteration and evidence of demand
To lower the age range of Riccall Community Primary School to provide places for 2, 3 and 4 year olds. The Riccall Pre-School committee has approached Riccall Community Primary School and has proposed that the school takes on the provision that is currently run by Riccall Pre-School.

Objectives educational standards and parental choice
To provide Early Years provision for parents, pupils and the local community.

The proposed nursery class will provide up to 26 places for 3 and 4 year olds, per session, and 4 places for 2 year olds. The school's existing wrap-around care providers, would offer 'breakfast club' places to 3 and 4 year olds, and if there was sufficient demand, they would also consider offering 'after school' club provision for 3 and 4 year olds. This would extend the day from 7:30am to 6pm.

Effect on other schools, academies and educational institutions within the area:
There would be no effect on surrounding schools and local providers of Early Years education were notified as part of the non-statutory pre-consultation and will again have a chance to comment as part of this representation period.

Project Costs:
The revenue cost will be met from a combination of means based funding and parental subscription.

The pre-school operates from a prefabricated classroom unit on the school site. This was installed around 2009-10, and is generally in very good condition. The unit has

been inspected by the County Council's maintenance surveyors and their recommendations have been shared with the school.

There are no transport costs related to this proposal.

Implementation:
Following a formal decision to approve the lowering of age range, Riccall Community Primary School will work to have the new arrangements in place for 1 September 2020.

Procedure for making representations (objections and comments)
Within four weeks from the date of publication of this proposal on 30 April 2020, any person may object to or make comments on the proposal by sending them to Corporate Director- Children and Young People's Service, North Yorkshire County Council, County Hall, Northallerton, DL7 8AE by 5pm on 28 May 2020.

APPENDIX 3: Draft Statutory Notice

NORTH YORKSHIRE COUNTY COUNCIL
Change of age range at Riccall Community Primary School

Notice is hereby given in accordance with the School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2013 that North Yorkshire County Council, County Hall, Northallerton, DL7 8AD is proposing to make a prescribed alteration to Riccall Community Primary School, Coppergate, Riccall, York, North Yorkshire, YO19 6PF
by lowering its age range from 4-11 to 2-11 with effect from 1 September 2020.

Riccall Community Primary School is proposing to provide places for 2 - 4 year olds by the creation of a Nursery class.

The proposed Nursery will provide up to 26 places for 3 and 4 year olds, per session, and 4 places for 2 year olds.

The notice is an extract from the complete proposal. A copy of the complete proposal can be viewed at: https://www.northyorks.gov.uk/current-consultations

Copies of the complete proposal can be obtained from: Strategic Planning - Children and Young People's Service, North Yorkshire County Council, County Hall, Northallerton, DL7 8AD and are available on the County Council's website at https://www.northyorks.gov.uk/current-consultations

Within four weeks from the date of publication of this proposal, any person may object to or make comments on the proposal by sending them to Strategic Planning - Children and Young People's Service, North Yorkshire County Council, County Hall, Northallerton, DL7 8AD, by 5pm on 28 May 2020.

Signed

B. Khan
Assistant Chief Executive
(Legal and Democratic Services)

Publication Date:

30 April 2020

APPENDIX 4: Equality Impact Assessment

Equality impact assessment (EIA) form: evidencing paying due regard to protected characteristics

(Form updated April 2019)

Proposal to Lower the Age Range of Riccall Community Primary School

If you would like this information in another language or format such as Braille, large print or audio, please contact the Communications Unit on 01609 53 2013 or email communications@northyorks.gov.uk.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

Equality Impact Assessments (EIAs) are public documents. EIAs accompanying reports going to County Councillors for decisions are published with the committee papers on our website and are available in hard copy at the relevant meeting. To help people to find completed EIAs we also publish them in the Equality and Diversity section of our website. This will help people to see for themselves how we have paid due regard in order to meet statutory requirements.

Name of Directorate and Service Area	CYPS Strategic Planning Team
Lead Officer and contact details	Andrew Dixon, County Hall
Names and roles of other people involved in carrying out the EIA	John Lee, Strategic Planning Officer
How will you pay due regard? e.g. working group, individual officer	LA Officers and School Governing Body
When did the due regard process start?	Non-statutory pre-consultation started in March 2020

Section 1. Please describe briefly what this EIA is about. (e.g. are you starting a new service, changing how you do something, stopping doing something?)

We are proposing to lower the age range of Riccall Community Primary School from 4-11 to 2-11.

Section 2. Why is this being proposed? What are the aims? What does the authority hope to achieve by it? (e.g. to save money, meet increased demand, do things in a better way.)

The County Council has been asked by the Governing Body of Riccall Community Primary School to propose the lowering of their age range to provide places for 2, 3 and 4 year olds.

The Riccall Pre-School committee has approached Riccall Community Primary School and has proposed that the school takes on the provision that is currently run by Riccall Pre-School.

The proposed nursery class will provide up to 26 places for 3 and 4 year olds, per session, and 4 places for 2 year olds. The school's existing wrap-around care providers, would offer 'breakfast club' places to 3 and 4 year olds, and if there was sufficient demand, they would also consider offering 'after school' club provision for 3 and 4 year olds. This would extend the day from 7:30am to 6pm.

Section 3. What will change? What will be different for customers and/or staff?

Riccall Community Primary School is proposing to provide places for 2, 3 and 4 year olds by the creation of a nursery class from September 2020. Priority for admission to the nursery class will be determined by the County Council's Admissions Policy for Nurseries. Admissions for the nursery class are separate from admissions to the school, which are determined by the County Council's policy for Community and Voluntary Controlled Schools.

Section 4. Involvement and consultation (What involvement and consultation has been done regarding the proposal and what are the results? What consultation will be needed and how will it be done?)

The school have undertaken the non-statutory consultation period as recommended by the Statutory Guidance.

Section 5. What impact will this proposal have on council budgets? Will it be cost neutral, have increased cost or reduce costs?

Please explain briefly why this will be the result.

It is envisaged that this proposal will be cost neutral as the Early Years funding will be received from means tested funding where children are eligible and by parental subscription where they are not.

Section 6. How will this proposal affect people with protected characteristics?	No impact	Make things better	Make things worse	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.
Age		x		The committee of the existing Pre-School in Riccall has proposed that the school takes on the provision that is currently run by Riccall Pre-School. This will ensure the continued provision of early years education and childcare on the school site.

Disability	x			No impact is anticipated.
Sex	x			No impact is anticipated.
Race	x			No impact is anticipated.
Gender reassignment	x			No impact is anticipated.
Sexual orientation	x			No impact is anticipated.
Religion or belief	x			No impact is anticipated.
Pregnancy or maternity	x			No impact is anticipated.
Marriage or civil partnership	x			No impact is anticipated.

Section 7. How will this proposal affect people who…	No impact	Make things better	Make things worse	Why will it have this effect? Provide evidence from engagement, consultation and/or service user data or demographic information etc.
..live in a rural area?	x			No impact is anticipated.
…have a low income?	x			No impact is anticipated.
…are carers (unpaid family or friend)?	x			No impact is anticipated.

Section 8. Geographic impact – Please detail where the impact will be (please tick all that apply)	
North Yorkshire wide	
Craven district	
Hambleton district	
Harrogate district	
Richmondshire district	
Ryedale district	
Scarborough district	
Selby district	X
If you have ticked one or more districts, will specific town(s)/village(s) be particularly impacted? If so, please specify below.	
Riccall, Kelfield	

| Section 9. Will the proposal affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men) State what you think the effect may be and why, providing evidence from engagement, consultation and/or service user data or demographic information etc.

No |
| --- |

Section 10. Next steps to address the anticipated impact. Select one of the following options and explain why this has been chosen. (Remember: we have an anticipatory duty to make reasonable adjustments so that disabled people can access services and work for us)	Tick option chosen
1. **No adverse impact - no major change needed to the proposal.** There is no potential for discrimination or adverse impact identified.	x
2. **Adverse impact - adjust the proposal -** The EIA identifies potential problems or missed opportunities. We will change our proposal to reduce or remove these adverse impacts, or we will achieve our aim in another way which will not make things worse for people.	
3. **Adverse impact - continue the proposal -** The EIA identifies potential problems or missed opportunities. We cannot change our proposal to reduce or remove these adverse impacts, nor can we achieve our aim in another way which will not make things worse for people. (There must be compelling reasons for continuing with proposals which will have the most adverse impacts. Get advice from Legal Services)	
4. **Actual or potential unlawful discrimination - stop and remove the proposal** – The EIA identifies actual or potential unlawful discrimination. It must be stopped.	
Explanation of why option has been chosen. (Include any advice given by Legal Services.)

It is considered that this proposal will not affect any of the groups listed above. | |

| Section 11. If the proposal is to be implemented how will you find out how it is really affecting people? (How will you monitor and review the changes?)

Monitoring will be carried out through the County Council's Education and Skills Team and through Ofsted inspections. |
| --- |

Section 12. Action plan. List any actions you need to take which have been identified in this EIA, including post implementation review to find out how the outcomes have been achieved in practice and what impacts there have actually been on people with protected characteristics.				
Action	**Lead**	**By when**	**Progress**	**Monitoring arrangements**
Not applicable				

| Section 13. Summary Summarise the findings of your EIA, including impacts, recommendation in relation to addressing impacts, including any legal advice, and next steps. This summary should be used as part of the report to the decision maker.

The County Council's Officers feel that this decision is in the best interests of children and families served by the school to ensure quality early years education provision is provided in the area. |
| --- |

Section 14. Sign off section

This full EIA was completed by:

Name: John Lee
Job title: Strategic Planning Officer
Directorate: CYPS

Completion date: 3/4/20

Authorised by relevant Assistant Director (signature): Judith Kirk

Date: 3/4/20

APPENDIX 5: Written responses to the consultation

Total responses received	24
In favour of proposal	22
Not in favour of proposal	1
Undecided	1

Parents	16
Others	8

1	Will there be additional funding to cover the extra provision at the school or is this to be looked into at a further date? I think this will be brilliant for the community & a big benefit to have the wrap around care that at the moment may stop some parents using the Pre-School. It would definitely have been of benefit when I returned to work.
2	I always had strong feelings about preschool having closer ties to school. It is worrying that preschool might not be able to survive and that would be a great loss. The building is already next to school and the little ones are always so excited to see what happens on the school grounds. On the other hand I'm worried how it would effect school financially and any other ways.
3	yes, I consider it desirable that the age range of the school is changed to 2-11 with a nursery set up
4	Bringing the pre-school and primary school closer together is a fantastic idea and will really benefit the children with the curriculum and development in these crucial early years
5	I think it would be valuable to extend the age range of the school to include a nursery class. I believe it would give a solid base to children's education if they are in a school nursery run by a teacher who ensures the children have the necessary skills to be ready for their Reception year. I think it would be a positive change for Reception not to stand alone in terms of a key stage in school. Collaboration between Nursery and Reception would be helpful for resourcing, professional development, sharing good practice and, most importantly, for the children's transition to school.
6	I have mixed feelings regarding this proposal. I would not be completely in favour of taking on children as young as 2 years of age, however, if this is what is needed in order to make the proposal viable, then I could understand this. On the one hand, I could see that fully integrating the nursery with the main school would be beneficial in terms of a seamless approach between the two settings and this could be very valuable for Riccall Community Primary School; however, I am also reticent due to the possible increase in workload for all staff, particularly those in senior leadership, but also subject leaders who would have another two classes to understand the needs of and to monitor.
7	Very good idea proposing to change the age range to create a new nursery class.
8	Absolutely, I have been saying for years that the current pre-school and the school should be more cohesive and this makes perfect sense.
9	I think this is a great idea and I support the move.
10	Would offer a fantastic transition from nursery to reception, really excited about this possibility for my daughter.
11	As a parent it would definitely be advantageous to be able to send your child to the same setting from the age of 2. Less transitions and being familiar with the school environment would be good for younger children.
12	Fantastic idea. I think children (aged 2-4) will benefit from this.
13	I consider this to be a positive move and can only be good for the child's development.

14	I think it is an excellent idea to benefit the children and the school. It means the transition from pre-school to reception would be smoother. My son would benefit from this in September. I would be interested in a part-time teaching assistant role in the new class if it goes ahead.
15	We as a family would very much welcome the age range change as our son would attend the setting and currently attends pre school 1 day/week paid place.
16	1) Is the building and site in good condition, are we taking on any expected expenditure or unexpected. 2) Extra cost re waste collections, resources, grounds maintenance, photocopier costs, phone systems, does wifi extend that far? Staff uniform? 3) What will happen to their funds? 4) Who is paying their redundancy? 5) Additional admin for ## 6) Will they be part of FORS? Will FORS have to arrange more appropriate aged events? 7) Will we provide lunch? 8) New uniform for nursery pupils 9) Will they be included in whole school trips 10) What other contracts do they have 11) Who will be responsible for booking sessions ## or ## ? 12) Does Riccall invoice parents? Who decides charges? 13) More work for ## 14) Do they take 2 year olds now, if not will this create a lot of expense 15) If we take over pre-school will this trigger Ofsted. 16) Is there a governor who could be the 'Nursery Governor' 17) Will this create more work for ## 18) Do we need suitable supply for TA/teacher cover 19) Will we need more IT/laptops etc will Primary Tec cover 20) Training for the staff? 21) Cost of website upgrade – their website – out of date – not kept up to date
17	Telephone system } setting up fees, Computing – internet etc } extra cost Lunchtime cover – extra staff member? Staffing costs Extra admin I do think this will benefit the children and staff as the continuity of children's education from an early stage, in my opinion, is essential.
18	I think it's a great idea.
19	Great idea.
20	Going to 2 years old changes the setting from a pre school nursery to a childminding / nursery. Feel it would be acceptable to have 3 – 3 ½ year olds as a gradual introduction to school life.

4 responses in favour of the proposal with no further comments.

North Yorkshire County Council

Emergency Decision Making powers of the Chief Executive

21 April 2020

Supplier Relief due to Covid-19

Report of the Assistant Chief Executive (Legal and Democratic Services)

1.0	**Purpose of report**
1.1	To approve the process for considering supplier relief due to Covid-19 in accordance with the Procurement Policy Note 02/20.

2.0   Issues

2.1   The current outbreak of Covid-19 is having a significant impact on businesses of all sizes. The Council recognises that a number of suppliers will struggle to meet their contractual obligations and potentially put their financial viability, ability to retain staff and their supply chains at risk. The Council therefore is following Government guidance to support suppliers at risk so that they able to cope with the current crisis and to resume normal service delivery and fulfil their contractual obligations when the outbreak is over. In addition, the council encourages businesses to seek the wider support that is available from central government which can be found at https://www.northyorks.gov.uk/help-your-business-during-coronavirus-covid-19 : .

2.2   In addition, the Government has issued a Procurement Policy Note entitled PPN 02/20 which provides guidance on how the Council should consider assisting suppliers that are in difficulty. The Council has already undertaken in the short term to:

- pay small and medium suppliers instantly, subject to bank clearing times, instead of the usual 30-day period.
- Providing free trading standards advice
- Provide signposting advice to businesses and individuals to access the relevant Government support.

2.3   The PPN 02/20 provides that the Council should consider any suppliers who are **at risk** and considering giving assistance which could include:

(a)   the ability to continue to pay at usual contractual rates to maintain cash flow if even if there is a decrease of work

(b)   consider other options not in the contract such as payment against revised/extended milestones or timescales

(c)   interim payments

(d)   forward ordering

(e)   payment on order or payment in advance of the agreed payment

(f)   where contracts operate "payment by result" or are "output/outcome" based, payments to suppliers should be made on the basis of a calculation of the average of the last three months' invoices.

2.4   The following safeguards will be put in place to ensure that contractors are not abusing the system, namely

(i)   a group of officers will meet to review any request for supplier relief. This group will consider whether the supplier is at risk and consider the assistance to be granted. This group of officers will be called the Supply Chain Resilience Board and will be chaired by the Corporate Director - Strategic Resources [or by the Assistant Chief Executive (Legal and Democratic Services) in his absence];

(ii)   where possible, any payments made to suppliers during this emergency period should be adjusted to ensure profit margin is not payable on any undelivered aspects of the contract. This will require an analysis of the recent historic payments and an adjustment to be made to potentially remove expenses that are no longer incurred (for example petrol where journeys have not been made and other expenses which does not affect crucial supply chains). Therefore, an approach will be taken to consider what payments are to be made to take into account the variable costs that would not be incurred by the contractor and which would not have an impact on their supply chain;

(iii)   suppliers will be asked to identify in their invoices which elements of the invoice amount relates to services they are continuing to supply and which amounts are attributable to the impact of Covid-19;

(iv)   a restrictive view will be taken to suppliers who are under performing and/or subject to an existing improvement plan;

(v)   suppliers will be asked to agree and operate an open book basis this will ensure that they make available to the Council any data, including from ledgers, cash flow forecasts, balance sheets and profit and loss accounts, as required and requested to demonstrate the payments made to the supplier under the contract have been used in the manner intended;

(vi)   suppliers will not be expected to make profits on elements of the contract that are undelivered during this period and all suppliers are expected to operate with integrity. If there is any failing in this regard the Council reserves the right to take action to recover the payments made;

(vii)   it is noted under PPN 20 that many suppliers will not be able to fulfil their contracts due to action taken elsewhere in the public sector. For example, transport services for school children due to the closure of schools and where possible the Council should redeploy the capacity of those suppliers to other areas of need.

2.5   In order to ensure that there is a consistent and fair approach taken by the Council in interpreting the provisions of supplier relief under this PPN it is recommended that all relevant decisions are delegated to the Corporate Director - Strategic Resources

or Assistant Chief Executive (Legal and Democratic Services) in his absence in consultation with the Supply Chain Resilience Board. An example flowchart to show how matters will be considered to assist Contractors is attached at appendix 1.

3.0   Financial Implications

3.1   There are significant implications on the Council in regard to the impact of Covid-19. However, it is recognised that the County Council will support businesses in crisis in the ways identified in this report and will ensure that appropriate safeguards are put in place to protect public funds. If there are significant implications on any relief to be provided this will be assessed by the Corporate Director - Strategic Resources before any decision is taken. There is a risk that some of the relief is not able to be reclaimed back and this will be taken into account.

4.0   Legal Implications

4.1   The Council has the legal powers in providing the appropriate relief as identified in PPN 02/20 if these payments are purely to assist cash flow for organisations in difficulty. If there are alternative payments being suggested to assist suppliers, then these payments will need to be risk assessed by Assistant Chief Executive (Legal and Democratic Services) for state aid implications before a payment can be made.

5.0   Equalities Implications

5.1   The decision sought is to approve the process for agreeing Supplier relief in accordance with the Government Guidance and it is not considered that the process would have a negative impact on any protected characteristics as provided in the Equalities Impact Assessment Screening Form at Appendix 2.

6.0   Reasons for Recommendations

5.1   In order for the Council to assist suppliers in these difficult times it is important that an appropriate process is followed to comply with Government guidance regarding supplier relief.

6.0   Recommendation

6.1   To delegate the power to the Corporate Director - Strategic Resources [or in his absence the Assistant Chief Executive (Legal and Democratic Services)] in consultation with the Supply Chain Resilience Board to determine any decisions regarding supplier relief and to make any consequential decisions to enact that relief.
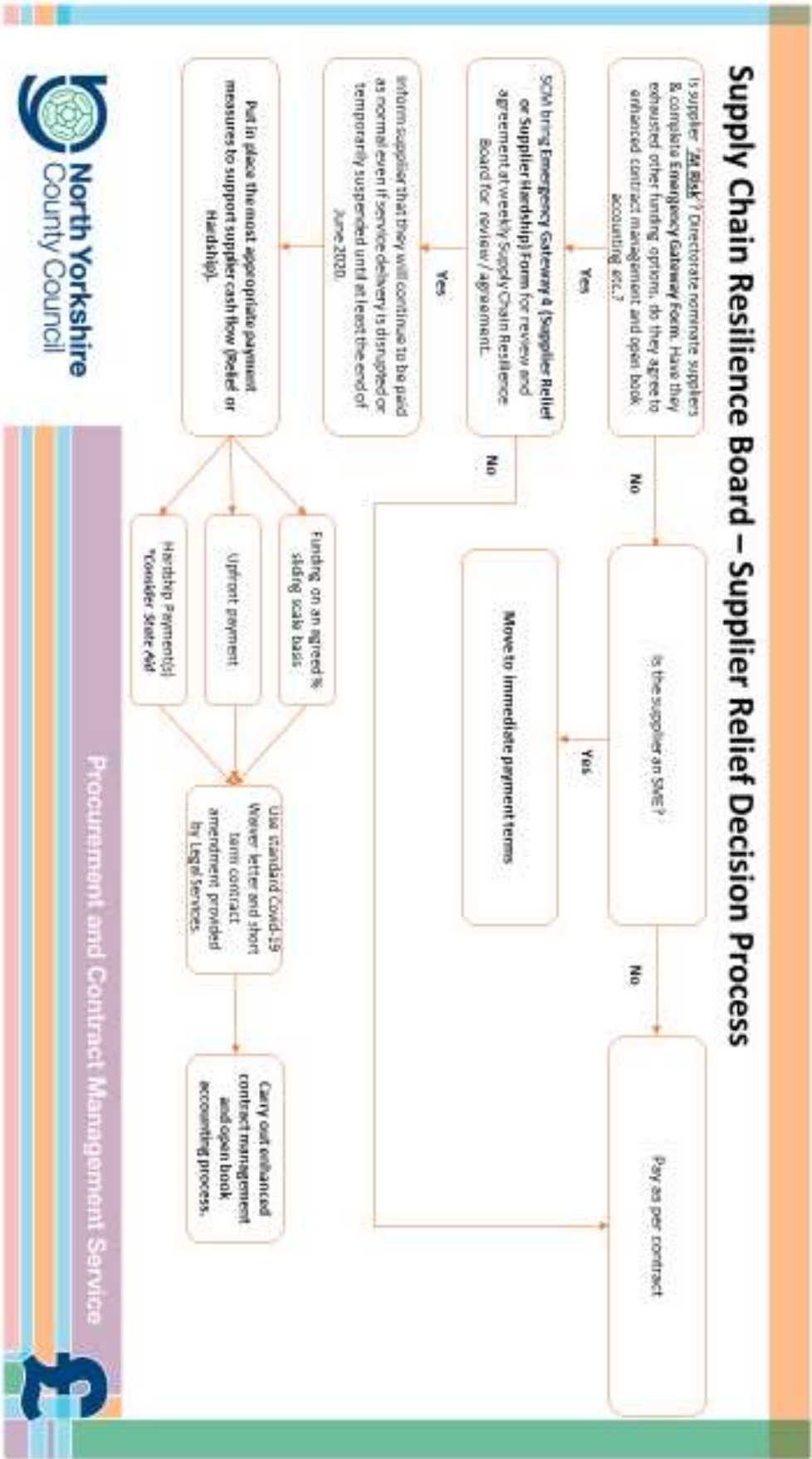

Barry Khan
Assistant Chief Executive (Legal and Democratic Services)

County Hall
Northallerton
20 April 2020

Author of report – Barry Khan
Presenter of report – Barry Khan

Background Documents – None.

Appendix 1: Example Supplier Relief Decision Process

Supply Chain Resilience Board – Supplier Relief Decision Process

Is supplier *'At Risk'*? Directorate nominate suppliers & complete Emergency Gateway Form. Have they exhausted other funding options, do they agree to enhanced contract management and open book accounting etc.?

Yes → SCM bring Emergency Gateway 4 (Supplier Relief or Supplier Hardship) Form for review and agreement at weekly Supply Chain Resilience Board for review / agreement.

- **Yes** → Inform supplier that they will continue to be paid as normal even if service delivery is disrupted or temporarily suspended until at least the end of June 2020.

- **No** → Put in place the most appropriate payment measures to support supplier cash flow (Relief or Hardship).
  - Funding on an agreed & sliding scale basis
  - Upfront payment
  - Hardship Payment(s) *Consider State Aid
  → Use standard Covid-19 Waiver letter and short term contract amendment, provided by Legal Services

No → Is the supplier an SME?
- **Yes** → Move to Immediate payment terms
- **No** → Pay as per contract

Carry out enhanced contract management and open book accounting process.

North Yorkshire County Council

Procurement and Contract Management Service

Appendix 2. Equality Impact Assessment Screening Form

Initial equality impact assessment screening form
This form records an equality screening process to determine the relevance of equality to a proposal, and a decision whether or not a full EIA would be appropriate or proportionate.

Directorate	Central Services
Service area	Finance and Legal & Democratic Services
Proposal being screened	Process for considering supplier relief due to Covid-19
Officer(s) carrying out screening	Barry Khan
What are you proposing to do?	To agree a process to consider providing Supplier Relief due to Covid 19 for suppliers to the Council who are in difficulty
Why are you proposing this? What are the desired outcomes?	This proposal considers government advice in relation to helping the supply chains to local government. The desired outcome it to enable companies to have sufficient funds and cash flow to deal with the immediate impact of Covid19 and to continue operate when the restrictions are removed.
Does the proposal involve a significant commitment or removal of resources? Please give details.	The proposal will involve committing resources that would usually be spent on the supply chain but will enable a more flexible approach to giving out that resource to deal with the current situation.

Impact on people with any of the following protected characteristics as defined by the Equality Act 2010, or NYCC's additional agreed characteristics

As part of this assessment, please consider the following questions:

- To what extent is this service used by particular groups of people with protected characteristics?
- Does the proposal relate to functions that previous consultation has identified as important?
- Do different groups have different needs or experiences in the area the proposal relates to?

If for any characteristic it is considered that there is likely to be an adverse impact or you have ticked 'Don't know/no info available', then a full EIA should be carried out where this is proportionate. You are advised to speak to your Equality rep for advice if you are in any doubt.

Protected characteristic	**Potential for adverse impact**		**Don't know/No info available**
	Yes	**No**	
Age			**X**

Disability			**X**
Sex			**X**
Race			**X**
Sexual orientation			**X**
Gender reassignment			**X**
Religion or belief			**X**
Pregnancy or maternity			**X**
Marriage or civil partnership			**X**
NYCC additional characteristics			
People in rural areas		X	
People on a low income		X	
Carer (unpaid family or friend)			**X**
Does the proposal relate to an area where there are known inequalities/probable impacts (e.g. disabled people's access to public transport)? Please give details.	The proposal is to provide greater flexibility to supply chains that are in difficulty which may be more relating to local SMEs.		
Will the proposal have a significant effect on how other organisations operate? (e.g. partners, funding criteria, etc.). Do any of these organisations support people with protected characteristics? Please explain why you have reached this conclusion.	By allowing a flexible approach to payments to suppliers, it will potentially provide a positive impact on SME businesses.		
Decision (Please tick one option)	EIA not relevant or proportionate:	X	Continue to full EIA:
Reason for decision	The decision is to agree a process for considering requests to provide supplier relief for those organisations that are in financial difficulties. Therefore, it is not considered that this decision will have a negative impact on any protected characteristics.		
Signed (Assistant Director or equivalent)	Barry Khan		
Date	20th April 2020.		