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## AGENDA

<b>Committee</b>	ECONOMY & CULTURE SCRUTINY COMMITTEE
<b>Date and Time of Meeting</b>	THURSDAY, 9 JULY 2015, 4.30 PM
<b>Venue</b>	COMMITTEE ROOM 4 - COUNTY HALL
<b>Membership</b>	Councillor McKerlich (Chair) Councillors Dilwar Ali, Govier, Howells, Hyde, Javed, Stubbs and Weaver

### 5 **Roath Library** (*Pages 1 - 62*)

- (i) Councillor Peter Bradbury (Cabinet Member –Community Development, Co-operatives & Social Enterprise) will be in attendance, and may wish to make a statement;
- (ii) Sarah McGill (Director – Communities, Housing & Customer Services) and Isabelle Bignall (Assistant Director – Customer Services) will also be in attendance;
- (iii) Members' question and answer session.

**Marie Rosenthal**

**Director Governance and Legal Services**

Date: Friday, 3 July 2015

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**CITY & COUNTY OF CARDIFF**

**DINAS A SIR CAERDYDD**

**ECONOMY & CULTURE SCRUTINY COMMITTEE**

**09 JULY 2015**

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**ROATH LIBRARY**

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**Purpose of report**

1. This report enables Members to consider and comment on the proposals for the future of Roath Library prior to a report being taken to Cabinet.

**Background**

2. Roath Library has been closed to the public since November 2014 due to health and safety reasons. A significant leak led to books and computers being removed from the building while the building was made water tight and a suspended roof removed. Additionally, the boiler at the Library has failed and in order to fix this, all associated pipework will also need to be replaced.
3. On 26 February 2015 the Libraries Strategy 'Future Provision of Libraries Services in Cardiff' was agreed at Council (**Appendix A of Appendix 1**). The recommended option for Roath Library within this strategy is to:

*“Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kiosks) and support of the Neighbourhood Development Librarian in an alternative location if the condition of the property means that retaining the building is unsustainable.”*

4. Members wrote to the Cabinet Member: Community Development, Co-operatives & Social Enterprise following the scrutiny of Quarter 3 performance in March 2015,

requesting a briefing note on the current position of the Library. The following response was received;

*“Unfortunately, Roath library does require substantial investment to bring it back into use [...] The immediate repair work has been carried out to ensure that the building is watertight and to reduce the chance of further damage.*

*“A temporary alternative location has been investigated in the area. However due to the costs to ensure the alternative building meet the building requirements, it has been ruled that capital investment is reserved for a permanent solution, whether this is to bring the current building back into use or an alternate delivery in the area. In the interim, extra computers have been located in Splott Library, the Story-Time class has also transferred to Splott Library and additional Into Work sessions have taken place.”*

5. A draft Cabinet report was due to be considered by this Committee at its May meeting and papers were published in advance of the meeting. It was, however, agreed with the consent of the Committee Chair that the item would be deferred, as the paper was to be removed from the May Cabinet agenda in order to enable further local consultation and long term planning to be undertaken. The report is now due to be considered at Cabinet on Thursday 16 July 2015, and a copy of the draft report can be found at **Appendix A**.
  
6. Members may wish to note that the draft Cabinet paper published as part of the May Committee papers (which was subsequently deferred) contained the following recommendations for the Cabinet:
  - To agree that the condition of the Roath Library building means that retaining the existing library is unsustainable.
  - To agree to the sale of Roath Library and to reinvest of the first £40,000 from the sale of the building to support the additional provision in the area as outlined in the recommendations of the report.

- To agree in principle to exploring with partners options for a future community partnership hub in the area
- To agree that work is carried out on longer term options for a Community Partnership Hub in a potential building in the Adamsdown/ Plasnewydd area and that this is reported back to Cabinet prior to community consultation.

### **Draft Cabinet Report**

7. The draft Cabinet report states that the estimated maintenance backlog for Roath Library is £250,000 (detailed costings can be found in **Appendix A of Appendix 2**). In addition, a new boiler is estimated to cost £43,000 and internal furnishings would cost a further £80,000.

8. A number of recommendations are made within the draft Cabinet report. The following are proposed with immediate effect to ensure that library provision is maintained in this area of the city:

- Drop off and collection point for library books at Adamsdown Day Centre.
- New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.
- Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays afternoons (1pm to 4pm) and Fridays (9am to 4pm).
- During this time a pop-up library provision will also be run, where people can access library services.
- Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.
- Four additional open access PCs located in Splott Library to continue.

9. In relation to the current Roath Library building, the following is proposed:

- That the building be offered for a Community Asset Transfer, with the condition that a bid from an organisation would provide library services and would be supported by a sustainable business case in line with the Library Strategy.

- If Community Asset Transfer is not successful the Council will work with partners in the area to explore the potential of including a community partnership hub within their redeveloped sites in the vicinity of Roath Library.

10. The draft Cabinet report states that officers with substantive posts at Roath Library have been relocated to vacancies elsewhere in the Library Service, and that consultation will be undertaken with them to explore making these their permanent position, exploring other opportunities within the service, or of exploring voluntary severance terms.
11. It is proposed that a qualified Neighbourhood Development Librarian post is created to offer professional support, such as Storytime and Rhymetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals.
12. Paragraphs 24, 29 and 30 of the draft Cabinet report at **Appendix A** identify a number of organisations with whom discussions are progressing to explore whether they would be in a position to deliver library services at their existing or expanded facilities. These are St Germans Church and the YMCA (in their running of Plasnewydd Community Centre). The draft Cabinet report also identifies that additional opportunities exist to include library facilities as part of future schools reorganisation plans or community hub options.
13. Members may wish to note that an equality impact assessment has been undertaken on the closure of Roath Library, which can be found at **Appendix B**. This document identifies that a number of individuals will be affected by the proposal based on a number of protected characteristics (namely age, disability, race and Welsh language), and provides a number of actions proposed to mitigate the differential impact.

### **Draft Cabinet Report Recommendations**

14. Based on the information and proposals contained within the Cabinet Report (**Appendix A**) and its appendices, the Cabinet is recommended to agree that:

- I. The condition of the Roath Library building means that alternative temporary provision needs to be delivered in the area and that proposals set out in paragraphs 23 to 27 of the draft report are implemented.
- II. The existing building is advertised for Community Asset Transfer with the condition that a bid from an organisation will provide revised library services as per the Libraries Strategy. Acceptance of a preferred bid shall be undertaken by the Director of Economic Development in consultation with the Director of Communities, Housing & Customer Services.
- III. Alternative permanent options should be explored to mitigate the risk that no Community Asset Transfer solution can be found.
- IV. In the event that no Community Asset Transfer solution is found, a future Cabinet Report be required for the long term library provision in the area.

## **Way Forward**

15. Councillor Peter Bradbury (Cabinet Member for Community Development, Co-operatives and Social Enterprise) has been invited and may wish to give a statement. Sarah McGill (Director of Communities, Housing and Customer Services) will also be in attendance.

16. The Chair of the Economy and Culture Scrutiny Committee has been approached by Save Roath Library Campaign, and has agreed that they have the opportunity to address the Committee.

## **Legal Implications**

17. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council

must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

### **Financial Implications**

18. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/ Council will set out any financial implications arising from those recommendations.

### **Recommendations**

19. The Committee is recommended to give consideration to the information attached to this report and received at this meeting and to submit any recommendations, observations or comments to the Cabinet Member, prior to a final report being taken to Cabinet on 16 July 2015.

**Marie Rosenthal**  
**Director of Governance and Legal Services**  
**7 July 2015**



## City of Cardiff Council

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# Future provision of Libraries Services in Cardiff

# City of Cardiff Council Libraries

City of Cardiff Council currently invests £3.9 million per annum in its Library Services. Library services are delivered from a network of buildings across the city and through locality-based mobile provision through neighbourhood librarians and the mobile delivery service.

*Public library services are regulated by the Public Libraries and Museums Act 1964.*

*This requires local authorities to provide comprehensive and efficient library services. Within Wales the Deputy Minister for Culture and Sport supervises the library services provided by local authorities through the Welsh Public Library Standards (WPLS).*

*This is now at the start of the 5<sup>th</sup> framework.*



## **The Library Service aims to:**

- Be pivotal in helping communities develop their information literacy skills in order to become digitally included.
- Contribute to the public health agenda by supporting health literacy.
- Support the child poverty agenda by providing gateways out of poverty by inspiring children to enjoy reading.
- Work collaboratively with partners within diverse communities to enhance knowledge and skills through improved literacy, enrich quality of life and empower individuals to realise their full potential.
- Support customers in accessing services in the way they want by embracing developing and emerging technologies outside of the existing building infrastructure.

The Library service in Cardiff will remain committed to these aims and delivery of the benefits they represent for the citizens of Cardiff.



Cardiff Libraries were open for **45,465 hours** last year.



Libraries received **861,098 virtual visits** (i.e. online hits to the web pages and catalogue).

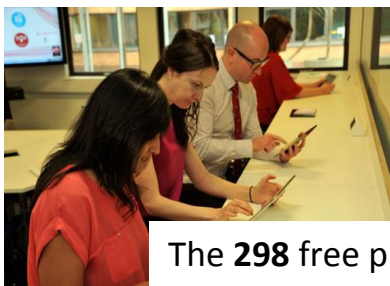


Events held within the library attracted **62,740 visitors**, and a further **41,541** attended external library events.

Loaned **1.8 million books**, plus **17,000 eBooks**, to Cardiff citizens.



## City of Cardiff Council Libraries Services



The **298** free public access PCs were used for a total of **324,854 hours**, in additions to the free Wi-Fi at 9 library locations.



The Libraries Service has **184,310 registered users**.

Of these, 82,735 have used their card in the last 12

# Why do we need to change?

There are two key reasons for undertaking a review of Library provision in Cardiff.

## Reason for change – Financial Pressures

Firstly, the financial pressures facing the council means that the organisation has to **evaluate the services it currently provides**. The Medium Term Financial Plan (MTFP) made clear that in order to achieve financial stability there would need to be a fundamental change in the organisation's approach to delivery.

Additionally, the Welsh Local Government Association (WLGA) Peer Review stated:

*'the harsh reality is that not everything can be supported, not everything can be improved and some things will need to be reduced or be discontinued completely. Ultimately choices will revolve around reduction and/or cessation in services, demand management and service innovation.'*

Proposals to review the delivery of library services in Cardiff will need to deliver £2 million of savings in line with the MTFP projection, £1 million of which to be achieved in year one.

## Reason for Change – Changing Demand

Secondly, the demands placed on the service are changing and a review is required to not only see how we can meet this demand, but also how we can increase access and encourage more residents to use the service.

Of the active users, 72,282 stated their residential address as being within Cardiff. This represents 21% of the population of Cardiff (351,710) as using their local library within the last 12 months. To put this in perspective of the budgets, **this represents an annual subsidy of £54 per active Cardiff Resident user per year**. There is a massive potential market in Cardiff, which could be accessed by reshaping the service.

In recent years, Library services across Cardiff (in common with national and international trends) have experienced a significant change in the types of service people want. There are clear indications that customers want to access multiple

Council services from one location and the previous high demand for PC use is being replaced with customers wanting to use open access Wi-Fi. Cardiff will be investing in open access Wi-Fi for all its library buildings and more significantly has tracked the demand for complementary community uses within the library 'space'.

The service has been developing over recent years to meet these needs and has moved away from simply being a building filled with books. The needs of the neighbourhoods will continue to evolve and meeting these demands will require further development. There will be focus on libraries to be a place where people connect including use by community and social clubs, reading groups as well as learning and training sessions. The future model will include space for people to access the Council and partner services that they need including applying for jobs, getting advice and assistance in applying for passports / driving licences.

More Libraries Services are available online through the Digital Library in the form of e-books and e-zines. This means that customers do not always need to visit a library to pick up the latest book. However, the demand will remain to: access literacy and learning opportunities e.g. storytimes and reading groups, socialise through reading groups, use as a space to read, access Council / online services and to benefit from specialist Librarian knowledge



External factors that may affect the changing demands placed on the Library Service.

- Economic changes – library use increases during a recession. If there is a continuing economic improvement it is likely that the traditional approach to library provision will see a decrease in footfall.
- Welfare Reform change – demand may increase amongst those affected by policy changes who are subsequently encouraged to seek work, or required to access central government services online.
- New technology – libraries becoming a place to access technology that is not available at home.
- Mainstreaming of technology – e-readers and tablets becoming standard in most homes.

- An aging population that is more tech-savvy, comfortable using and embracing emerging technology and using social media to keep in touch.
- The rise in open access learning – as more people take courses and learn outside of the traditional college and university structures, the demand on libraries may increase to provide a learning environment and research facility.

However, it is crucial that we further understand the needs of the current and potential users of the service. The proposed consultation exercise will enable further insight into the needs of the local community that can be fed into any future redesign.

# How can we meet this challenge?

City of Cardiff Council in order to meet the challenges is looking to reshape the service through adopting six key themes. These themes inform the evaluation of potential options, set the structure for the future business model and provide the basis on which consultation would take place.

## Meeting the challenge – Community Hubs



The Council has embarked on an ambitious Hub Programme with the following aim:

*‘Cardiff’s citizens will be able to access the services they need in the way they want to, through joined up services and closer working between Cardiff Council and its partners.’*

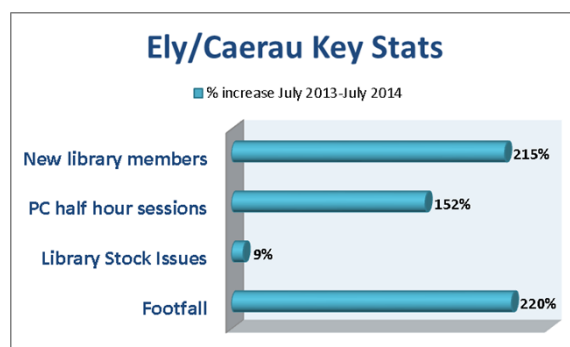
A core of generic Council services would be available at each Hub with options for the delivery of specialist Council and partner services as required by the neighbourhood. The key to future Hub provision is to improve the local service offered by integrating and decentralising services that meet local need, whilst reducing costs by disposing of buildings and sharing facilities.

To test the vision of future service delivery, three Hubs have been running. The first two Hubs opened in Llanrumney and Trowbridge / St Mellons Libraries in the autumn of 2011.

Llanrumney and Trowbridge/St Mellons Hubs 2013/14		
Customer Satisfaction	Overall the hub met my requirements / I got what I wanted	99.7%
	Satisfied with Hub staff	99.9%
	Satisfied with Hub facilities	99.8%

The third Hub opened in May 2012 at Loudoun Square in Butetown. It is based in a building owned by Cardiff Community Housing Association and provided alongside a Health Centre.

Following the success of the pilot, plans are being developed to extend the Hub provision across the city. The Ely / Caerau Hub opened on the 23<sup>rd</sup> June 2014 and has brought the previous Area Housing Office, Library, and Local Training and Enterprise Centre together in one building. Since opening, the Ely / Caerau Hub has proved very popular.



A representative from CyMAL (Welsh Government policy division that covers Libraries) has visited and provided positive feedback stating they will be using the site as an example of good practice. This approach has allowed for the closure of the old library and housing office achieving £127,000 general fund savings on non-employee related costs.

There is scope to roll out the Hub Programme to continue to bring services together and make savings. However, it is to be noted that in line with the agreed Hub Strategy it is not possible for all branch libraries to become Hubs due to: either the suitability of the building, the opportunity to bring existing revenue streams together or the need in the area.

## Meeting the challenge – Mobilisation of the Library Service

As part of Libraries' aim to 'support customers in accessing services in the way they want by embracing developing and emerging technologies outside of the existing building infrastructure'. There has been a trial of additional services through a qualified Neighbourhood Development Librarian (NDL).

Areas that have traditionally used mobile library services could follow the targeted provision model, with managed collections being made available by NDLs in selected community buildings. In these Communities Buildings, the NDLs could support volunteers to provide a service.

There is a need to maintain and improve the housebound service, which provides a vital service to the most vulnerable in Cardiff. It is proposed that the service would link in with the Independent Living Project and in particular with the development of a Gateway Service, so that this client group is aware of, and can access the libraries' services. In parallel with this it is proposed for libraries to work with other Council services or volunteer groups that are already visiting this vulnerable client group. This will ensure that there is sufficient resource to meet the new client groups on a regular basis.





## Meeting the challenge – Community Involvement

The Library Service is highly valued by the community in Cardiff. Through building on community relationships, opportunities exist to work collaboratively in order to build a sustainable library service. It is acknowledged that the local authority does not have all the solutions in meeting the challenges identified. This will require support of local residents and community groups in both generating innovative solutions and supporting the delivery of certain services.

As part of the consultation on the proposed recommendations, stakeholder meetings with local community groups and Cardiff's six Community Councils will take place. This will gauge the potential support that these groups can provide in the future delivery of services.

A community/commercial café library approach may provide an innovative solution to enable the library service to be delivered from a greatly reduced financial footing. The council would maintain support from:

- the supply of books, audio books, large print book.
- the transfer of IT provision including
  - Computers
  - Public Accessible Wi-Fi to at least April 2020
  - Self-serve kiosks
- a training package for volunteers/host organisation
- professional support from the Neighbourhood Development Librarian

Potential locations where this could be successful:

- Already busy Library locations
- Areas of high passing footfall
- Libraries near parks/set within gardens
- Existing community buildings that community groups are looking to increase footfall

A Community Asset Transfer Toolkit has been developed that will help community and volunteer groups understand the mutual benefits of a transfer and assist them with the process.

## Meeting the challenge – Alternative Delivery

There are a variety of potential new delivery models that have been researched and considered. This includes the whole transfer of the service to a Trust (as has taken place in other authorities). The benefits include saving in Non-Domestic Rates payments and the potential for limited efficiency savings. This option would require the budget to be transferred to the new organisation and the process can take over three years to implement. Therefore, the proposal for Cardiff is that the Library Service aims to achieve savings and expand delivery through an integrated Council and community delivery offer (where appropriate).

## Meeting the challenge – Use of Technology

The increase in available technology has changed the pattern of demand for Library services. Service users are more frequently using their own mobile device within Libraries and public wireless internet is currently available in Central Library and nine branch libraries. It is proposed that over the next eighteen months this will be extended to all branch libraries. This will be delivered through the externally funded 'Super Connected Cardiff' project that aims to improve broadband and wireless infrastructure in the city. Additionally, it is proposed that where possible the layout and furniture in libraries will be altered to accommodate customers using their own devices.

The Library Service is also engaging with Electronic Data Interchange software to assist with the purchase of its stocks. This is enabling the service to become more efficient and the service more 'customer-focused' through the development of more efficient processes. Electronic Data Interchange capability is currently being developed to enable the service to partner with suppliers to deliver stock directly to branch libraries, and thus reduce the space required for central storage. This will deliver improvements to customers by speeding up access to requested stock.

Cardiff Libraries also utilise Radio Frequency Identification Device technology for stock management, self-service and security purposes. By utilising this technology, there are opportunities to provide stand-alone self-service kiosks that can be located in community buildings. These would provide a basic library provision and minimise the administrative tasks associated with delivering the service. This would free up qualified library staff to deliver more specialist services. Additionally, a locker system

could be implemented in non-library locations and offer a 24/7 service where they are filled and emptied, and the library user presents their card and the correct locker door opens to allow access.

## Meeting the challenge – Commercialisation

The fundamental principle of the Library Service is that it is open to all and free at the point of access and there is no proposal to change this. However, there is potential to explore the possibility of other sources of income from additional non-core services to support the financial sustainability of the service. This may include:

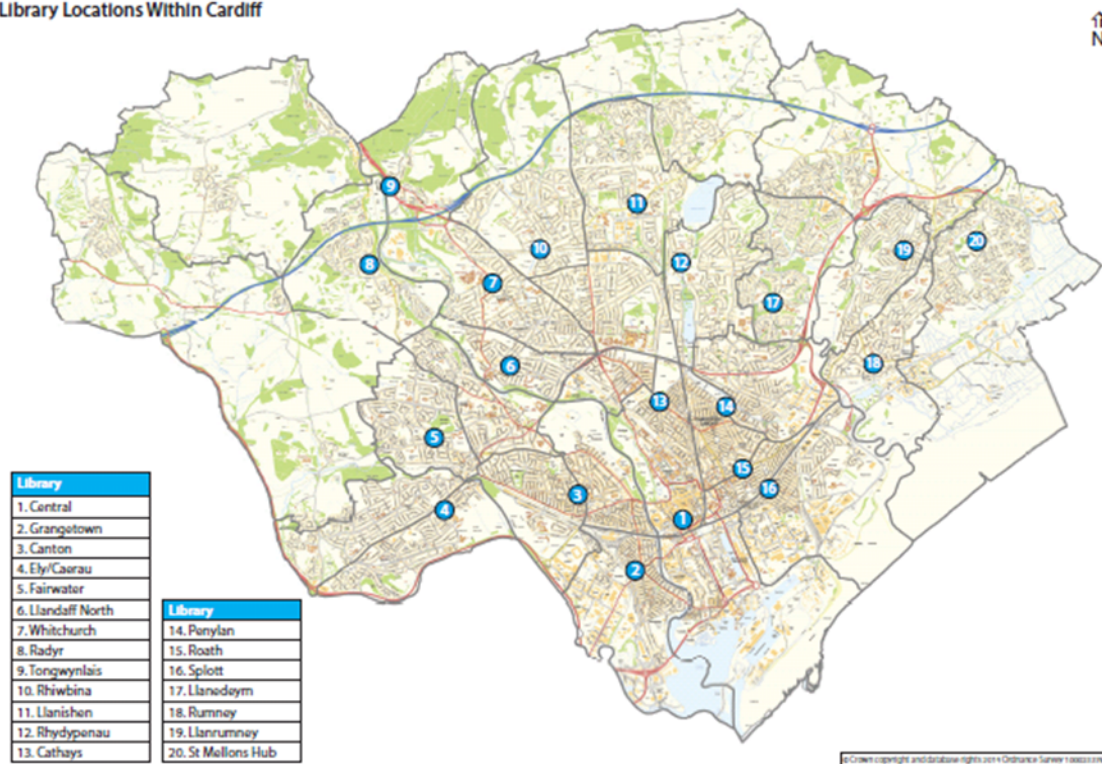
- **Sale of additional items in Libraries** This could include stamps, or e-readers with the benefit of having trained staff able to demonstrate and set up the software link with uses library membership.
- **Charging for specific courses** - This could include charging for specific courses, eg family history, e-reader courses.
- **Advertising / Commercial Sponsorship** - This could range from wholesale sponsorship of the service, to local sponsorship of a branch library, to the sale of advertising space on the delivery vans/mobile service or from the sponsorship of specific initiatives such as 'Summer Reading Challenge etc'. Also other options include, specific online advertising such as Google Pay per click from the online library.
- **Donations of money** - Opportunities for large scale philanthropist donations, to individuals leaving money in their wills, to small scale donations within the Libraries.
- **Cafes** - Where possible cafes can be installed in Libraries. Although, where either there is little space or the employee costs would restrict any income, there maybe options to locate the latest coffee vending machines inside libraries.
- **Further rental of space** - This could include photo booths or self service delivery lockers.

It is acknowledged that not all these opportunities are open to the Council and at this stage are included to understand the public perception to some of these ideas and to stimulate discussion with community groups to consider how they could support the delivery of a library service.

# Review of current provision

Following the key themes of integrated service provision, community involvement, mobilisation, use of technology and commercialisation; a preferred option has been identified for each library building in the city. A detailed options appraisal document providing financial information, key data and the full range of options for each site can be viewed in the Libraries Options Appraisal appendix.

Library Locations Within Cardiff



## Recommended Options

Area	Recommendation
Central Library	To be transformed into a 'Super-Hub' creating a state of the art city centre location where the public can access a wide variety of public services as well as traditional library facilities
Grangetown	Continue with plans to be delivered through a Hub based approach
Canton	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kiosks) and support of the Neighbourhood Development Librarian.
Ely	Continue to be delivered through a Hub based approach
Fairwater	To be delivered through a Hub based approach
Llandaff North	To be delivered through a Hub based approach
Radyr	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kiosks) and support of the Neighbourhood Development Librarian.
Tongwynlais	Expand the service in the area from the current 4 hours per week at no extra cost
Whitchurch	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kiosks) and support of the Neighbourhood Development Librarian.

Llanedeyrn	Creation of a new Community Hub with a full library service
Llanishen	Creation of a new Community Hub with a full library service
Rhiwbina	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Rhydypenau	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Rumney	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Llanrumney Hub	Continue to provide library services through the Community Hub
St Mellons Hub	Continue to be delivered through a Hub based approach
Cathays	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian.
Roath	Actively seek commercial, community and partner involvement with the continued supply of books, IT equipment (incl self serve kisoks) and support of the Neighbourhood Development Librarian in an alternative location if the condition of the property means that retaining the building is unsustainable
Penylan	Continue to be delivered through a Hub based approach
Splott	Creation of a STAR Hub, inclusive of a library on the Splott Park site

Mobilisation  
of the  
Service

To review the mobilisation of the service including:

- Neighbourhood Development Librarians in each area
- Self-serve kiosks
- Council/Partner and Volunteer groups for housebound clients
  - Enhance the mobile library offer

The recommendations above mean that the authority no longer fully supports the delivery of the Library service through stand-alone provision, and will deliver integrated services on a Hub model. Where a public service Hub is not a viable option, community support will be sought to continue the service alongside either community or commercial led activities in a community Hub. These Hubs will receive continued support from the supply of books, ICT equipment (including self serve kiosks), training and profession librarian support from the Neighbourhood Development Librarian. A library service will therefore still be delivered from a Library building except in those circumstances where condition or accessibility of that building is unachievable.

It is acknowledged that for the savings to be realised against the branch libraries it may take some time to consider and implement the proposals from community or commercial interests.

If the decision, informed by the consultation, is to adopt these recommendations where community or commercial partners are to be sought, the council would be looking for a partner who could:

- Demonstrate that they are a credible organisation
- Provide a deliverable and sustainable business case
- Implement the changes in a timely manner
- Deliver the provision with minimal council assistance
- Retain a council supported library service either in the current building or nearby location should the condition or accessibility of the existing building make such a move necessary

## Neighbourhood Development Librarian

In order to assist with the recommendations it is proposed for the Library Service to be mobilised to reach a wider customer base. In particular, this includes the targeting of those 'harder to reach' groups. This will be achieved through

- Each Neighbourhood Partnership Area to have their own NDL.
- All NDL's to be qualified librarian
- Provide outreach to develop links with local community groups, schools, partners and individuals.
- Active promotion of library services to areas with the aim of increasing take up of these services.
- Creative and imaginative delivery of reading, ICT and information sessions in the community.

The financial savings linked to the strategy include ensuring the provision of Neighbourhood Development Librarians in each Neighbourhood Partnership area of the city.

## Community Self Serve Kiosks

Cardiff Libraries are committed to the accessibility of services to our customers. We are proposing to develop services within our community to ensure that customers retain access to services by developing new and innovative platforms of delivery. We will be working with Community partners to develop community drop off points in various locations and buildings within the Neighbourhood Partnership Areas.

Community Partners will be supported with the books, electronic kiosk and assistance from the Neighbourhood Development Librarian.

To support the delivery of the library service from alternative delivery points it is proposed that £32,000 is retained for investment in the self-serve kiosks.



## Consultation and Assessment

The options contained within this report will require full public, local member and key stakeholder consultation. It formed part of the wider *Changes for Cardiff* consultation that commenced 21<sup>st</sup> November. This will enable consistency and support the City of Cardiff Council's commitment to involve local people and communities in conversations that will shape the future of public service through the Cardiff Debate.

Each of the proposed recommendations will be subject to a full assessment and consultation. This will include an Equality Impact Assessment and an analysis of the potential impact on the WPLS.

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# **Property Condition Report**

**for**

**ROATH LIBRARY**

**Cardiff County Council**

Strategies Estates Division

# Property Condition Report

for

## ROATH LIBRARY

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### Introduction

This report has been produced for the Service Areas as part of a Asset Management Plan, to give them details on the condition of the property to assist in programming for recurrent repairs and maintenance. The condition survey was carried out by the Strategic Estates Division of Cardiff County Council.

### Limitations

This report has been compiled exercising all reasonable skill, care and diligence. It is based on a visual inspection of the property and as such, is limited in its scope.

### Condition

The survey is based on the DfEE guidance on a framework for assessing the condition of school premises for Asset Management Plans.

The buildings have been sub divided into blocks, where necessary, based on separation and age of construction and assessed on a block by block and element by element basis.

Elements and remedial works have been assessed and categorised as follows:

#### Condition

GOOD (Performing as intended/Operating efficiently)

SATISFACTORY (Performing as intended but exhibiting minor deterioration)

POOR (Exhibiting major defects/Not operating as intended)

BAD (Life expired/Risk of imminent failure)

#### Priority

1 (Within 1 Year)

2 (Within 2 Years)

3 (Within 3 - 5 Years)

The work identified in the Remedial Works has been prioritised in the year considered to be necessary by the Surveyor. However, due to limited financial budgets, some or all of the identified work may have to be postponed to later years.

#### Remedial Cost

The investment costs are an approximate guide and not actual costs for undertaking the remedial works. For the purposes of this exercise maintenance items below £1,000 have not been included in this report.

# Property Condition Report

## for ROATH LIBRARY

### Site

Survey Date: 17/12/2013

### Elemental Condition

Walls / Fences / Gates	POOR
Roads / Carparks	Not Applicable
Paths / Playgrounds / Paved Areas	SATISFACTORY
Soft Landscaping	Not Applicable
Drainage	SATISFACTORY
Ancilliary Premises / Outdoor Pools	Not Applicable
<b>General Overall Condition</b>	SATISFACTORY

### Site Remedial Works

Element	Condition	Works	Priority	Cost
Walls / Fences / Gates		Investigate/repair movement to boundary wall		£2,000
<b>Total Cost:</b>				£2,000

### Notes

### Building

Survey Date 02/12/2013

**Block No 1**

### Elemental Condition

Roofs	SATISFACTORY	External Walls / Doors /Windows	SATISFACTORY
Internal Doors / Walls	SATISFACTORY	Floors / Stairs	SATISFACTORY
Ceilings	SATISFACTORY	Furniture / Fittings	SATISFACTORY
Sanitary Ware	SATISFACTORY	Redecoration	SATISFACTORY
Mechanical Services	POOR	Electrical Services	POOR
<b>Overall Condition</b>	SATISFACTORY		

### Block Remedial Works

Element	Condition	Works	Priority	Cost
Ceilings - Ground Floor	SATISFACTORY	Hack off damp affected areas and replaster (incl access)	2	£2,000
Ceilings - Ground Floor	POOR	Hack off damp affected areas and re-plaster, inc mobile access	2	£1,700

# Property Condition Report

## for ROATH LIBRARY

Control gear	POOR	Up grade main incoming cable	3	£3,000
Control gear	POOR	Replace distribution boards due to age	3	£4,500
Control gear	POOR	Replace main swichgear	3	£8,000
EWWD - Doors	POOR	Renew existing door to G04	2	£1,230
EWWD - Walls	SATISFACTORY	Consider pigeon deterrent measures, inc access	2	£2,500
EWWD - Walls	POOR	Re-point brickwork on all elevations and remove vegetation (incl access)	2	£27,600
EWWD - Walls	BAD	Investigate & repair high level bathstone features, inc access and unforeseen repairs	1	£14,000
EWWD - Windows	POOR	Investigate & repair/replace bowed/damaged stone mullions to windows of G02 & G03, inc access	2	£5,500
EWWD - Windows	POOR	Repair high level stone windows and repair/repointing stonework, inc	2	£8,000
EWWD - Windows	POOR	Replace Newport Road elevation timber windows inc scaffold access & pedestrian walkway	2	£14,250
Floors & Stairs - Ground Floor	SATISFACTORY	Replace floor finishes to kitchen,G08 and corridor adjacent to G09. Investigate the condition of the floorin G04.	2	£1,400
Heat source / equipment	POOR	Replace boiler and associated plant due to age	3	£15,000
Heating / distribution / controls	POOR	Consider replacement of heating system due to age and suspected internal corrosion	3	£25,000
Hot & Cold water services	POOR	Replace the system due to age	3	£15,000
Int WD - Walls / partitions	POOR	Hack off and renew damp affected/hollow plaster and renew rotten skirting/architrave adjacent to rear exit door	2	£1,700
Lighting	POOR	Replace lighting due to age and condition	2	£33,000
Power	POOR	Replace small power installation due to age and condition	3	£15,300
Redecorations - External	POOR	Prepare and paint previously redecorated surfaces, inc mobile access	2	£3,000
Redecorations - Internal	POOR	Ongoing cyclical redecoration, approx. 75%, inc mobile access	2	£13,460
Roofs - Coverings	POOR	Strip, felt, rebatten & recover lower roofs at the rear of the building with synthetic slates (incl access)	2	£26,000
Roofs - Coverings	POOR	Make good areas of water ingress to pitched & flat roof areas. Inc £1000 for re-fixing slipped tiles and £5000 for scaffolding & edge protection.	2	£7,000

# Property Condition Report

for  
**ROATH LIBRARY**

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Roofs - Rainwater goods	POOR	Overhaul & clean rainwater goods of vegetation and debris, inc access.	2	£4,000
Ventilation / air conditioning	POOR	Replace ventilation fans at EoEL	3	£1,200
			<b>Total:</b>	£253,340

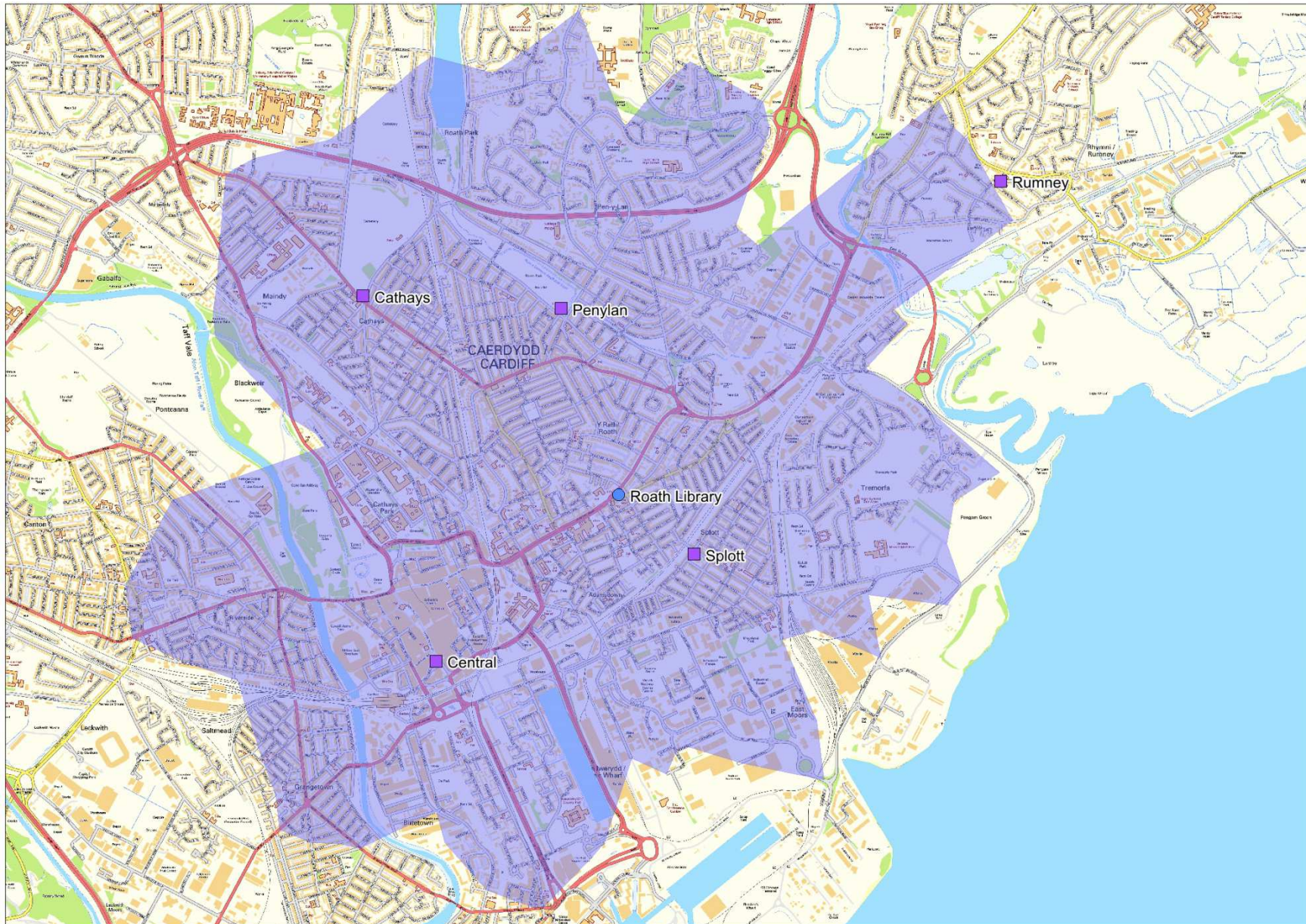
**Note**

**Report Total:** £255,340

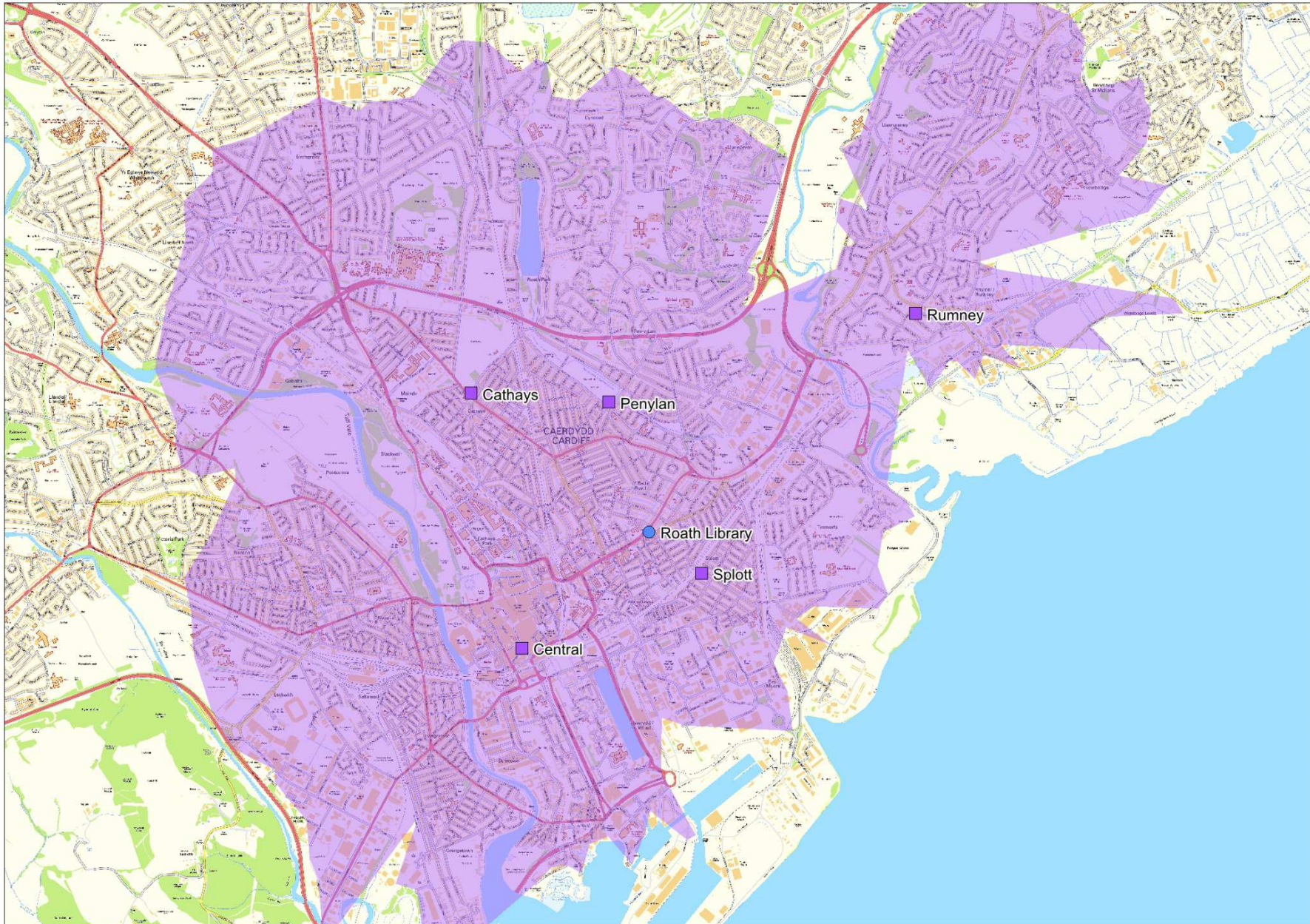
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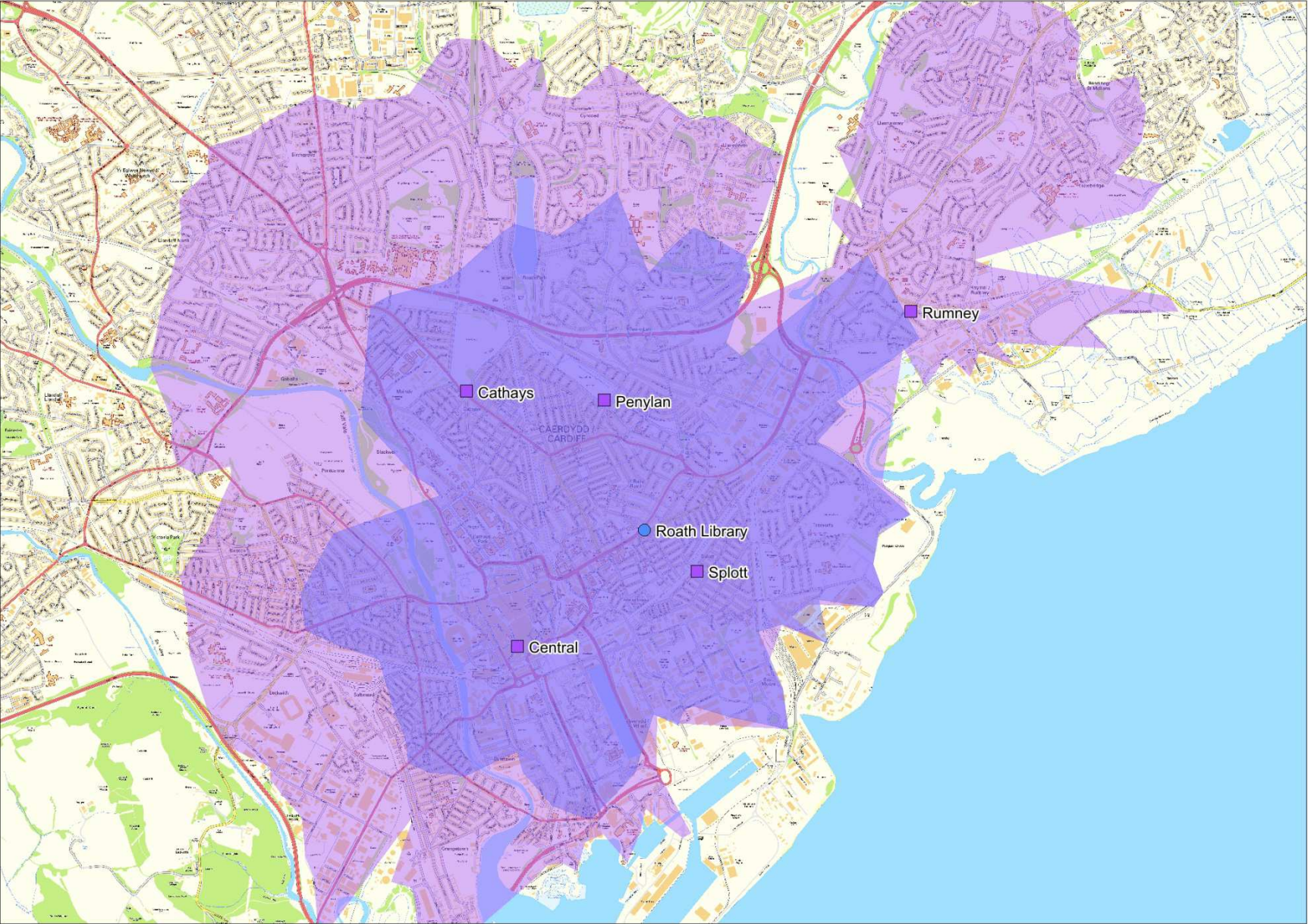
# Roath library 2 mile coverage – 58,016 residential properties



# Roath library - Surrounding libraries 2 mile coverage



Roath library & Surrounding libraries 2 mile coverage



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**CITY OF CARDIFF COUNCIL  
CYNGOR DINAS CAERDYDD**

**CABINET MEETING:**

**July 2015**

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**Library Services in Roath/Adamsdown**

**REPORT OF DIRECTOR OF COMMUNITIES, HOUSING &  
CUSTOMER SERVICES**

**AGENDA ITEM: x**

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**PORTFOLIO: COMMUNITY DEVELOPMENT, CO-OPERATIVES & SOCIAL  
ENTERPRISE (COUNCILLOR PETER BRADBURY)**

**Reason for this Report**

1. To recommend proposals for the delivery of sustainable library services in Roath and Adamsdown, informed by the newly agreed Libraries strategy and in light of the condition assessment of the current Library building in Roath.
2. To recommend that officers work to develop longer term options for a Community Partnership Hub in a potential building in the Adamsdown/ Plasnewydd area and to report back to Cabinet for further consideration of such options.

**Background**

3. Public library services are regulated by the Public Libraries and Museums Act 1964. This requires local authorities to provide comprehensive and efficient library services. Within Wales, the Deputy Minister for Culture and Sport supervises the library services provided by local authorities through the Welsh Public Library Standards (WPLS).
4. A new strategy for library services in Cardiff was developed in 2014 in response to changing service demands and the challenging financial climate. The strategy was developed around 6 key themes :
  - Integration of library services within community hubs
  - Mobilisation of services on a neighbourhood basis
  - Community involvement
  - Commercialisation
  - Use of Technology

➤ Alternative delivery models

5. The new strategy was consulted upon as part of the “Changes for Cardiff” budget consultation. 4,191 people took the time to complete the questionnaire, over 500 attended engagement events, and a large number of the public gave views via petitions, calls for community polls and through correspondence. The analysed results and supplementary information can be found on <https://www.cardiff.gov.uk/ENG/Your-Council/Council-finance/Council-Budget/2015-16/Pages/Consultation-results.aspx>. In terms of the petitions received the highest number of signatories opposing closure was 1,894 for Rhiwbina library and the lowest number was 29 in relation to Roath library.
6. As a result of the consultation, amendments were made to the libraries strategy. A key area of concern centred on the proposals for the current stand-alone branch libraries. There was significant support for the integrated approach to service provision through the ongoing delivery of hubs, in line with the formal Hub Strategy.
7. However, the lack of council funding to extend this approach to all branch libraries and the potential loss of well used and well loved facilities were a major issue. The original recommendations for each branch library were therefore amended so that, where a public service hub was not a viable option, community support would be sought to continue a library service alongside either community or commercial-led activity in a community hub. These hubs would receive continued council-funded support to meet the cost of the supply of books, ICT equipment (including self-service kiosks) training and professional librarian support from the Neighbourhood Development Librarian.
8. The amended strategy made it clear that the neighbourhood-based library service would still be delivered from existing stand-alone library buildings, supported by community or commercial involvement, except in those circumstances where condition or accessibility of the building made that objective unachievable. In those circumstances, alternative venues would be identified as a base for a similar range of community, commercial and library provisions.
9. On 26<sup>th</sup> February 2015 the revised Libraries Strategy was presented to Council and agreed. This strategy can be found in appendix 1. Within the newly adopted Library Strategy, the council’s proposal for Roath was to: *“Actively seek commercial, community and partner involvement with continued supply of books, IT equipment (incl. self-serve kiosks) and support of the Neighbourhood Development Librarian in an alternative location if the condition of the property means that retaining the existing library is unsustainable”*.

## Roath Library

10. Roath Library is situated on Newport Road, Adamsdown and is located approximately one kilometre east of Cardiff City Centre. It is on the Plasnewydd Ward boundary. The property is situated directly on the principal route connecting the city centre to the east of the city. Public transport is readily available, serviced by Cardiff Bus. The nearest rail link is Queen Street station to the west of the city centre. Appendix 3
11. Neighbouring Libraries include:
  - **Sploitt Library** (current location until Summer 2016)
    - 0.5 miles – 5 minute drive and 11 minute walk.
  - **Star Hub** (new Hub location from Summer 2016)
    - 1.1 miles – 4 minute drive, 22 minute walk and accessible from bus 11.
  - **Penylan Library**
    - 0.9 miles – 4 minute drive, 18 minute walk and accessible from 52 bus.
  - **Central Library**
    - 1.1 miles – 7 minute drive, 22 minute walk and accessible via buses 45, 30, 49 and 44.
  - **Cathays Library**
    - 1.3 miles – 7 minute drive, 26 minute walk and accessible from 38(A) bus.
12. The new Star Hub referenced above, is a project that brings together leisure, libraries, advice and partner services in one multifunction location. The planned development is a major £6million investment in a multi agency facility that will ensure the sustainability of local service provision by aligning services to meet local needs more effectively.
13. Roath Library is freehold owned by Cardiff Council, this property has a designated D1 non-residential institutions use and in July 1997 it was designated a Grade 2 listed building.
14. The building opened 40.5 hours per week and ran the following classes:
  - Informal English for Speakers of Other Languages (ESOL) classes for asylum seekers - Monday, Tuesday, Thursday and Friday, 2:00-4:00pm
  - Watercolour class 10:00am-12:00pm every Tuesday during term time, organised by East Moors
  - Reading Group on the second Thursday of every month at 11:30am
  - A Knitting Group meets one Saturday every month from 2:00-4:00pm

- Regular coffee mornings and occasional author visits
  - Storytime, Rhymetime or Language and Play (LAP) sessions for under 5s
15. The budget for the library is £102,000, which consists of £76,500 employee-related costs, £28,000 for associated building and facilities management expenses, less an income of £2,500.
  16. The two wards that the library predominately serves are Adamsdown and Plasnewydd. These areas have a high immigrant and refugee population. According to the 2011 census, 25.1% of Adamsdown and 23.6% of Plasnewydd residents state that their place of birth was outside of the UK.
  17. The building is currently closed temporarily as it is not fit for public use. After the boiler failed, the temperature of the building was monitored on a daily basis and a temporary heating solution was not possible as the electricians would not support the number of temporary heaters required to heat the large open space. Therefore the decision was taken to close in November 2014.
  18. A significant leak occurred in the Roath library building on 15<sup>th</sup> December 2014. Patch repairs were carried out to make the building watertight at a cost of £2,500.

### **Roath Library Building Condition**

19. Roath Library will now require substantial investment to return the building back into use, the estimated cost to replace all the slates and lead flashing to the low-level single-storey building, where the roof is leaking is estimated at £28,300.
20. The internal repairs and damage will be covered by insurance, however the council in managing its assets aims to operate on self insured bases. The excess premium for claims from the council's external insurer is £100,000. This means that the first £100,000 would come from council funds, and we would not be able to claim for any general wear and tear or the maintenance backlog.
21. The maintenance backlog is estimated at £250,000. Appendix 2 provides a building condition report. In addition to this, the works for the new boiler is estimated to be in the region of £43,000 and the current shelving and furniture would need replacing and this would be in the region of £80,000, based on other similar sized libraries.
22. All condition surveys carried out for the Council are high level and unobtrusive with repair costs estimated from a schedule. The total required works cost for Roath Library would be dependent on carrying out a detailed design specification for the refurbishment of the building. Based on refurbishment works to similar age and size properties the actual



refurbishment costs have been significantly higher than that of the total backlog costs identified in the condition surveys.

## **Recommendation**

23. Due to the condition of the building and the time required to refurbish the building it is proposed that the following is implemented immediately following the approval of this report to ensure that library provision is maintained in the area.
  - Drop off and collection point for Library books at Adamsdown Day Centre.
  - New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.
  - Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays afternoons 1pm to 4pm and Fridays 9am to 4pm.
    - During this time a pop-up library provision will also be run, where people can access library services.
  - Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.
  - 4 additional open access PCs located in Splott Library to continue.
24. In the course of discussions with representatives of St Germans Church it emerged that there are proposals being considered for longer term and more significant development opportunities with a local registered social landlord. Whilst these discussions are at an early stage it is apparent that the longer term plans could potentially provide an opportunity to reshape the day centre provision including a community café, community space and library services. In light of this possible opportunity, whilst it is possible temporary library services can be input into the existing day centre it would not be prudent to invest in the fabric of the existing day building.
25. It is proposed that the building is offered for a Community Asset Transfer with the condition that a bid from an organisation will provide library services and is supported by a sustainable business case in line with the Library Strategy. Acceptance of a preferred bid shall be undertaken by the Director of Economic Development in consultation with the Director of Communities, Housing & Customer Services
26. In accordance with the new Libraries Strategy and to support this provision it is proposed that a qualified Neighbourhood Development Librarian (at a cost of £33,000) post is created to offer professional support, such as Storytime and Rhytmetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could

be delivered in the community. The creation of this post will be permanent as any longer term library provision will benefit from the support for this qualified Neighbourhood Development Librarian.

27. Officers that have substantive posts at Roath Library have been relocated to vacancies within the service and consultation with those staff members will take place on making these their permanent position, other opportunities within the service or voluntary severance.
28. If Community Asset Transfer is not successful the council will work with partners in the area to explore the potential of including a community partnership hub within their redeveloped sites within the vicinity of Roath Library.
29. As mentioned previously in the report St Germans Church have indicated future plans to develop a future community hub facility in partnership with a Registered Social Landlord. These plans include the potential for community space including a café and library.
30. Additionally, the YMCA has recently acquired Plasnewydd Community Centre. They also have indicated longer term plans to redevelop the site to make the best use of the space. Their aim is to increase footfall to the site, particularly during the day, by increasing their community offer and this could include library services.
31. Further to these options, it will be possible to look to at future schools reorganisation plans in the area and options for a community hub with library facilities could be included as part of those plans.
32. Options for the delivery of a community partnership hub will be progressed but given that discussions in relation to both potential schemes are at an early stage it is important that a decision is made to implement temporary short term provision of library services for the area so that services can be maintained as effectively as possible.
33. Once the longer term options have been fully assessed a future report will come back to cabinet for decision. This future long term decision will be subject to full consultation.

#### **Trade Union Consultation**

34. Trade Union consultation has taken place and they are aware of the proposals contained within this report.

#### **Local Member consultation**

35. Local members have been advised of the proposal .....

#### **Scrutiny Consultation**

36. This report went to Economy and Culture for pre-Cabinet scrutiny.....

### **Reasons for Recommendations**

37. To ensure the delivery of sustainable library services in Roath and Adamsdown informed by the newly agreed Libraries strategy and in light of the condition assessment of the current library building in Roath and to avoid the financial liabilities associated with the retention of an empty building.

### **Financial Implications**

38. The Councils Budget report highlighted the significant financial challenges and risks to the Council including the need to make significant revenue budget savings in 2015/16 and the medium term.

39. It also highlighted the pressures on the Capital programme and the consequential effect on the Council's revenue budget of additional borrowing to undertake capital schemes as well as the need to dispose of assets in order to increase the affordability of the Capital programme.

40. The report quotes potential costs of circa £300k based on high level surveys to address the backlog of maintenance, as well as further costs for furniture and fit out, were the existing building to be utilised for services. Detailed design, surveys and professional fees are likely to result in higher costs, as has been seen in similar age and condition buildings.

41. A CAT or disposal process could take a significant period of time to implement. Whilst the property remains vacant and in Council ownership, revenue costs will continue to be incurred for items such as rates, fixed service charges, security and ongoing maintenance to avoid further deterioration of the building and its value.

42. Any additional staff resources and temporary measures as proposed by the report will need to be funded from within existing library service revenue budgets. The future report on library provision will need to consider the affordability and financial implications of options proposed, having consideration of the Council's overall financial position.

43. Any assessment of proposals for a CAT will need to ensure that due diligence is undertaken to ensure that the building and provision within it can be managed sustainably and the financial impact of any such proposal is determined.

### **Legal Implications**

44. There are a number of options set out in this report. These legal implications only deal with the recommended option/proposals. The

statutory provision in relation to provision of libraries is set out in the body of the report.

45. The Council has to satisfy its public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics
46. Protected characteristics are:
  - Age
  - Gender reassignment
  - Sex
  - Race – including ethnic or national origin, colour or nationality
  - Disability
  - Pregnancy and maternity
  - Marriage and civil partnership
  - Sexual orientation
  - Religion or belief – including lack of belief
47. As such decisions have to be made in the context of the Council's equality act public sector duties.
48. The report identifies that an Equality Impact Assessment has been carried out and is appended at Appendix 4. The purpose of the Equality Impact Assessment is to ensure that the Council has understood the potential impacts of the proposal in terms of equality so that it can ensure that it is making proportionate and rational decisions having due regard to its public sector equality duty.
49. The decision maker must have due regard to the Equality Impact Assessment in making its decision.
50. The report also sets out the consultation undertaken with the public. Any consultation must be adequate and fair. The decision maker should also have regard to such consultation when making its decision.
51. In respect of the sale of Roath Library the Council is under a duty to achieve 'best consideration' pursuant to s.123 of the Local Government Act 1972.
52. In respect of the proposal to work with partners and/or community asset transfer then further legal advice should be sought on the specific arrangements prior to implementation.

## **HR implications**

53. Consultation has taken place with trade unions and employees on the proposal and this will continue as outlined in the body of the report. Corporately agreed processes will be followed to accommodate the displaced employees once their preferences are known.

### **Equality Implications**

54. The equality implications have been considered and the equality impact assessment on the proposals is attached in appendix 4.

### **RECOMMENDATIONS**

The Cabinet is recommended to agree that:

1. The condition of the Roath Library building means that alternative temporary provision needs to be delivered in the area and that paragraphs 23 to 27 are implemented.
2. The existing building is advertised for Community Asset Transfer with the condition that a bid from an organisation will provide revised library services as per the Libraries Strategy. Acceptance of a preferred bid shall be undertaken by the Director of Economic Development in consultation with the Director of Communities, Housing & Customer Services
3. Alternative permanent options should be explored to mitigate the risk that no Community Asset Transfer solution can be found.
4. In the event that no Community Asset Transfer solution is found, a future Cabinet Report be required for the long term library provision in the area.

**SARAH MCGILL**

**Director for Communities, Housing and Customer Services**

May 2015

*The following Appendices are attached:*

Appendix 1: Future provision of Libraries Services - Strategy paper

Appendix 2: Property Condition Report

Appendix 3: Impact of Roath Library Closure on residents within 2 mile radius

Appendix 4: Equality Impact Assessment

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Equality Impact Assessment  
Corporate Assessment Template



<b>Service/Function Title: Closure of Roath Library</b>
<b>New/Existing/Updating/Amending: New</b>

<b>Who is responsible for developing and implementing the Service/Function?</b>	
Name: Sarah McGill	Job Title: Director,
Service Team: Libraries	Service Area: Communities, Housing & Customer Services
Assessment Date: May 2015	

**1. What are the objectives of the Service/Function?**

To recommend proposals for the delivery of sustainable library services in Roath and Adamsdown informed by the newly agreed Libraries strategy and in light of the condition assessment of the current Library building in Roath.

**2. Please provide background information on the Service/Function and any research done [e.g. service users data against demographic statistics, similar EIAs done etc.]**

**Roath Library**

Roath Library is situated on Newport Road, Adamsdown and is located approximately one kilometre east of Cardiff City Centre. It is on the Plasnewydd Ward boundary. The property is situated directly on the principal route connecting the city centre to the east of the city. Public transport is readily available, serviced by Cardiff Bus. The nearest rail link is Queen Street station to the west of the city centre.

Neighbouring Libraries include:

- **Splott Library** (current location)
  - 0.5 miles – 5 minute drive and 11 minute walk.
- **Star Hub** (new Hub location from Summer 2016)
  - 1.1 miles – 4 minute drive, 22 minute walk and accessible from bus 11.
- **Penylan Library**
  - 0.9 miles – 4 minute drive, 18 minute walk and accessible from 52 bus.
- **Central Library**
  - 1.1 miles – 7 minute drive, 22 minute walk and accessible via buses 45, 30, 49 and 44.
- **Cathays Library**

## CARDIFF COUNCIL

### Equality Impact Assessment Corporate Assessment Template

- 1.3 miles – 7 minute drive, 26 minute walk and accessible from 38(A) bus.

The building opened 40.5 hours per week and ran the following classes:

- Informal English for Speakers of Other Languages (ESOL) classes for asylum seekers - Monday, Tuesday, Thursday and Friday, 2:00-4:00pm
- Watercolour class 10:00am-12:00pm every Tuesday during term time, organised by East Moors
- Reading Group on the second Thursday of every month at 11:30am
- A Knitting Group meets one Saturday every month from 2:00-4:00pm
- Regular coffee mornings and occasional author visits
- Storytime, Rhymetime or Language and Play (LAP) sessions for under 5s

The two wards that the library predominately services are Adamsdown and Plasnewydd. These areas have a high immigrant and refugee population. According to the 2011 census, 25.1% of Adamsdown and 23.6% of Plasnewydd residents state that their place of birth was outside of the UK, compared to 12.7% for Cardiff as a whole. From the same census, households with at least one person for whom English or Welsh is not their main language, Adamsdown has 24.6%, Plasnewydd 20.8%, and Cardiff as a whole 9.6%. Changing this to households where no-one has English or Welsh as a main language, Adamsdown has 16.9%. Plasnewydd 12.3%, and Cardiff as a whole 5.2%

Both areas are relatively young, with a skew towards 15-40 age groups. Percentages of populations for main age groups are:

	Plasnewydd	Adamsdown	Cardiff
Total usual Residents	%	%	%
0-14	9.6	14.6	17.1
15-64	83.4	79.1	69.8
65+	6.9	6.3	13.2
Mean Age	26	27	37

Both wards have lower numbers of young children and older people than the city as a whole.

The building is currently closed temporarily as it is not fit for public use. After the boiler failed, the temperature of the building was monitored on a daily basis and a temporary heating solution was not possible as the electricians would not support the number of temporary heaters required to heat the large open space. Therefore the decision was taken to close in November 2014.

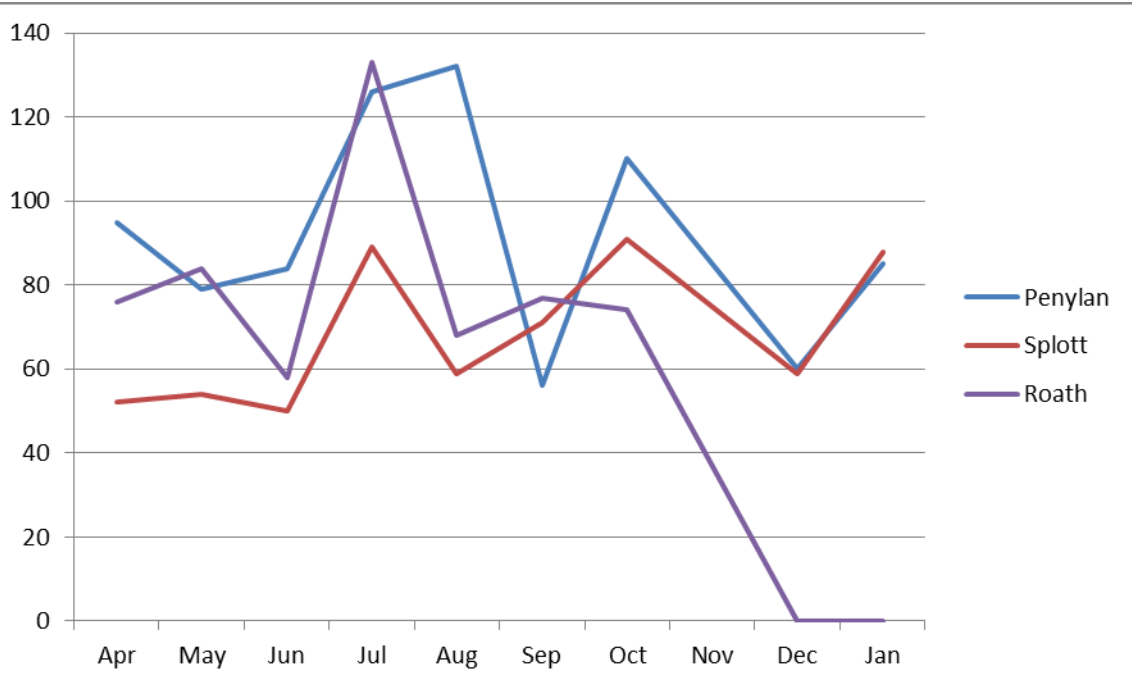
Some indicators of any migration to other libraries in the area since the temporary closure are shown below:



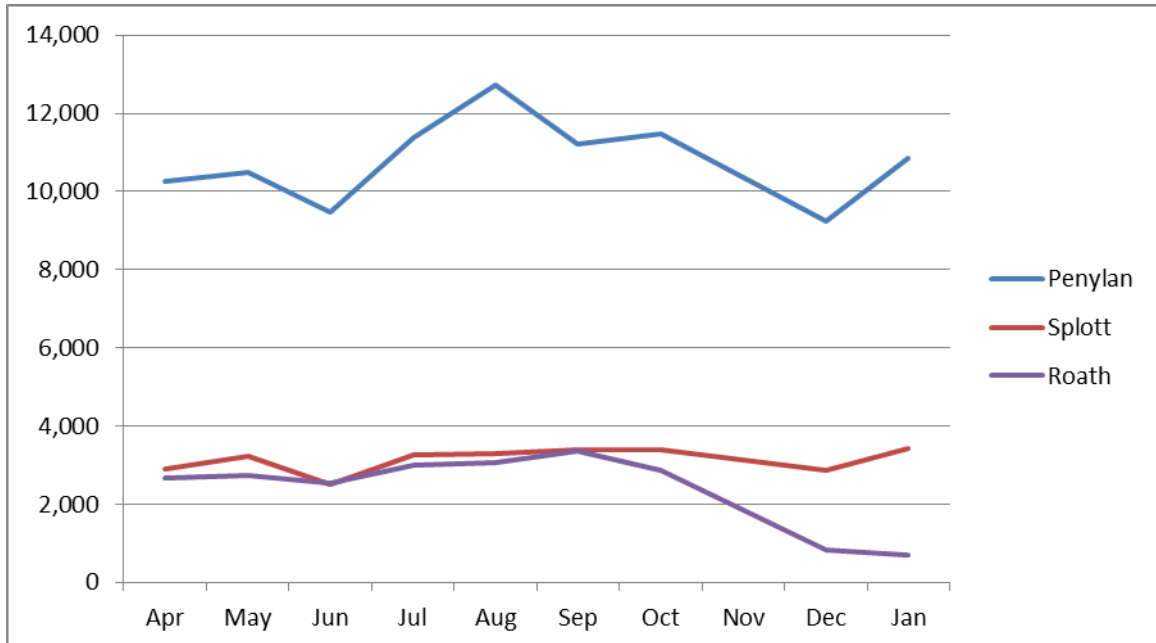
CARDIFF COUNCIL

Equality Impact Assessment  
Corporate Assessment Template

New Users



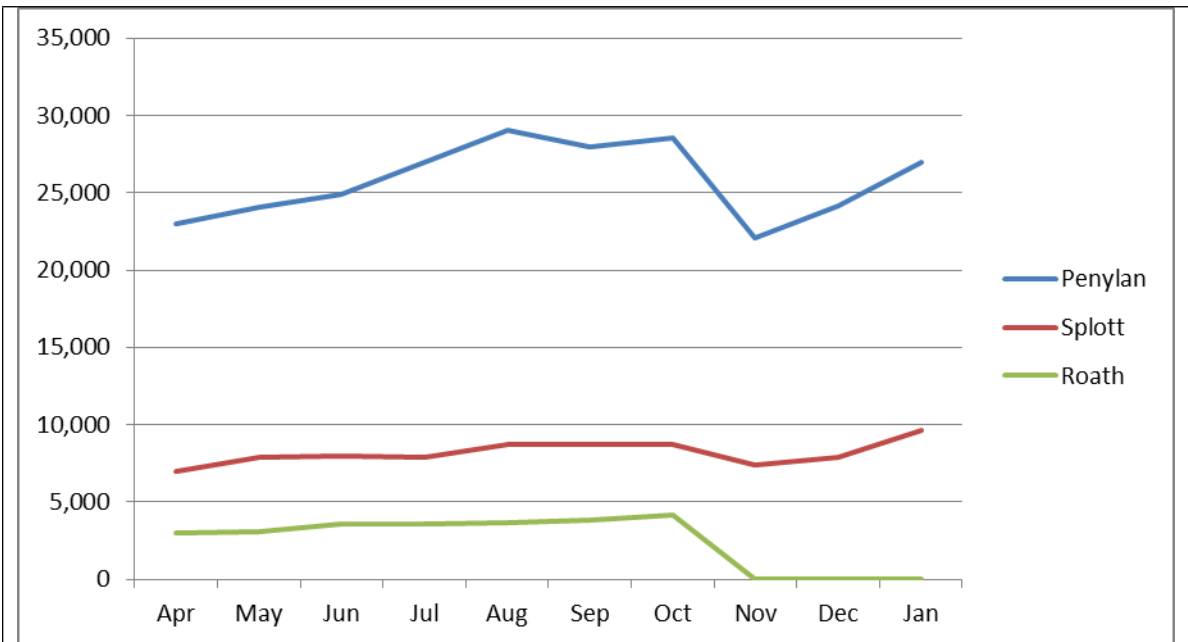
Number of issues of items



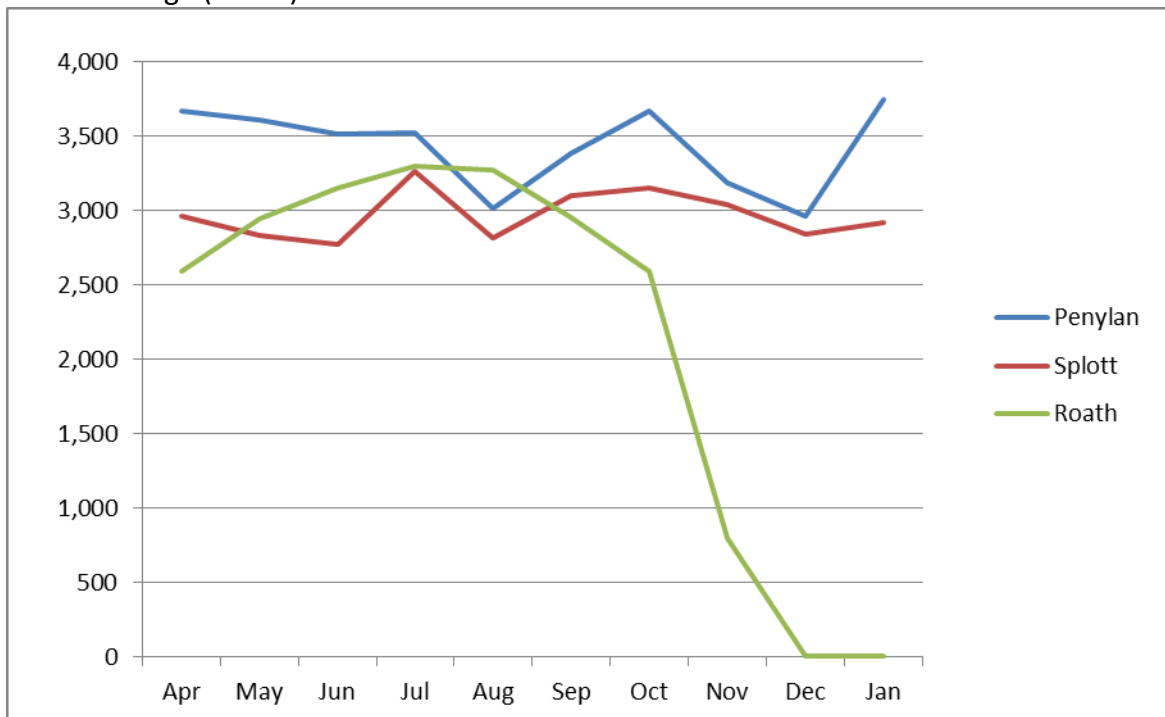
Footfall

CARDIFF COUNCIL

Equality Impact Assessment  
Corporate Assessment Template



Internet usage (Hours)



In view of the condition of the building Roath was identified in the approved Library strategy as likely to be unsustainable as a community partnership hub. Therefore both long and short term alternative solutions for library service provision in the Roath and Adamsdown area were considered.

**CARDIFF COUNCIL**

**Equality Impact Assessment  
Corporate Assessment Template**

**3 Assess Impact on the Protected Characteristics**

**3.1 Age**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative/]** on younger/older people?

	Yes	No	N/A
Up to 18 years	X		
18 - 65 years	X		
Over 65 years	X		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

If the proposal is agreed it would have a negative impact on all ages, due to the current activities that take place:

- Watercolour class 10:00am-12:00pm every Tuesday during term time, organised by East Moors
- Reading Group on the second Thursday of every month at 11:30am
- A Knitting Group meets one Saturday every month from 2:00-4:00pm
- Regular coffee mornings and occasional author visits
- Storytime, Rhymetime or Language and Play (LAP) sessions for under 5s

**What action(s) can you take to address the differential impact?**

Temporary Solutions

- Drop off and collection point for Library books at Adamsdown Day Centre.
- New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.
- Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays and Fridays 9am to 5pm.
- During this time a pop-up library provision will also be run, where people can access library services.
- Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.
- 4 additional open access PCs located in Splott Library to continue.
- Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre

Medium Term possible solutions

- The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhymetime sessions. The role would require the provision of professional outreach

**Equality Impact Assessment  
Corporate Assessment Template**

support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.

- It is proposed that £40,000 of the capital receipt from the sale of the building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks, additional IT equipment and books.
- Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.
- Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area. Kits currently being offered by Digital Communities Wales specifically for community based digital inclusion projects in Wales are being communicated right now to possible partner organisations.

**3.2 Disability**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on disabled people?

	Yes	No	N/A
Hearing Impairment		X	
Physical Impairment	X		
Visual Impairment		X	
Learning Disability		X	
Long-Standing Illness or Health Condition		X	
Mental Health		X	
Substance Misuse		X	
Other		X	

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

If the proposal were to go ahead, this could potentially have a negative impact on anyone with a physical impairment due to the distance to travel to alternative locations.

**What action(s) can you take to address the differential impact?**

Temporary Solutions

- Drop off and collection point for Library books at Adamsdown Day Centre.
- New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.
- During this time a pop-up library provision will also be run, where people can access library services.

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Medium Term Solutions

- Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.

In place alternatives

- Cardiff libraries operate a dynamic stock system. All stock can be browsed using an online catalogue, and can be requested to be collected from any library within Cardiff. Whilst this does not change distances to travel, it can allow combination of journeys to reduce impact.

**3.3 Gender Reassignment**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on transgender people?

	Yes	No	N/A
<b>Transgender People</b> (People who are proposing to undergo, are undergoing, or have undergone a process [or part of a process] to reassign their sex by changing physiological or other attributes of sex)			x

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

N/A

**What action(s) can you take to address the differential impact?**

N/A

**3.4. Marriage and Civil Partnership**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on marriage and civil partnership?

	Yes	No	N/A
Marriage			x

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Civil Partnership			x
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<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
N/A
<b>What action(s) can you take to address the differential impact?</b>
N/A

**3.5 Pregnancy and Maternity**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on pregnancy and maternity?

	Yes	No	N/A
Pregnancy			x
Maternity			x

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
N/A
<b>What action(s) can you take to address the differential impact?</b>
N/A

**3.6 Race**

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Will this Policy/Strategy/Project//Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
White	x		
Mixed / Multiple Ethnic Groups	x		
Asian / Asian British	x		
Black / African / Caribbean / Black British	x		
Other Ethnic Groups	x		

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

If the proposal were to go ahead it would have a possible negative impact on different races due to the below classes that take place through the week:

- Informal English for Speakers of Other Languages (ESOL) classes for asylum seekers - Monday, Tuesday, Thursday and Friday, 2:00-4:00pm

**What action(s) can you take to address the differential impact?**

Temporary Solutions

- Drop off and collection point for Library books at Adamsdown Day Centre.
- New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.
- Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays and Fridays 9am to 5pm.
- During this time a pop-up library provision will also be run, where people can access library services.
- Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.
- 4 additional open access PCs located in Splott Library to continue.
- Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsdown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre

Medium Term possible solutions

- The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhymetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.
- It is proposed that £40,000 of the capital receipt from the sale of the

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building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks, additional IT equipment and books.

- Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.
- Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area.

**3.7 Religion, Belief or Non-Belief**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on people with different religions, beliefs or non-beliefs?

	Yes	No	N/A
Buddhist			X
Christian			X
Hindu			X
Humanist			X
Jewish			X
Muslim			X
Sikh			X
Other			X

**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

N/A

**What action(s) can you take to address the differential impact?**

N/A

**3.8 Sex**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on men and/or women?

	Yes	No	N/A
Men			X
Women			X



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<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
N/A
<b>What action(s) can you take to address the differential impact?</b>
N/A

**3.9 Sexual Orientation**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on the following groups?

	Yes	No	N/A
Bisexual			X
Gay Men			X
Gay Women/Lesbians			X
Heterosexual/Straight			X

<b>Please give details/consequences of the differential impact, and provide supporting evidence, if any.</b>
N/A
<b>What action(s) can you take to address the differential impact?</b>
N/A

**3.10 Welsh Language**

Will this Policy/Strategy/Project/Procedure/Service/Function have a **differential impact [positive/negative]** on Welsh Language?

	Yes	No	N/A

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Welsh Language		x	
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**Please give details/consequences of the differential impact, and provide supporting evidence, if any.**

Even though the demographics show a small percentage of welsh speakers in the proposed area, there could still potentially be a negative impact, as with the age and race protected characteristics, in regards to accessing books and library activities using the Welsh language.

**What action(s) can you take to address the differential impact?**

Temporary Solutions

- Drop off and collection point for Library books at Adamsdown Day Centre.
- New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.
- During this time a pop-up library provision will also be run, where people can access library services.
- Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.
- 4 additional open access PCs located in Splott Library to continue.
- Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre

Medium Term possible solutions

- The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhymetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.
- It is proposed that £40,000 of the capital receipt from the sale of the building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks, additional IT equipment and books.
- Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.
- Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area. Kits currently being offered by Digital Communities Wales specifically for community based digital inclusion projects in Wales are being communicated right now to possible partner organisations.

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## Equality Impact Assessment Corporate Assessment Template

#### 4. Consultation and Engagement

What arrangements have been made to consult/engage with the various Equalities Groups?

The new strategy was consulted upon as part of the “Changes for Cardiff” budget consultation. 4,191 people took the time to complete the questionnaire, over 500 attended engagement events, and a large number of the public gave views via petitions, calls for community polls and through correspondence. The analysed results and supplementary information can be found on <http://cardiffdebate.co.uk/>.

#### 5. Summary of Actions [Listed in the Sections above]

Groups	Actions
Age	<p>Temporary Solutions</p> <ul style="list-style-type: none"><li>• Drop off and collection point for Library books at Adamsdown Day Centre.</li><li>• New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.</li><li>• Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays and Fridays 9am to 5pm.</li><li>• During this time a pop-up library provision will also be run, where people can access library services.</li><li>• Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.</li><li>• 4 additional open access PCs located in Splott Library to continue.</li><li>• Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre</li></ul>

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	<p>Medium Term possible solutions</p> <ul style="list-style-type: none"> <li>• The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhymetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.</li> <li>• It is proposed that £40,000 of the capital receipt from the sale of the building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks, additional IT equipment and books.</li> <li>• Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.</li> </ul> <p>Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area. Kits currently being offered by Digital Communities Wales specifically for community based digital inclusion projects in Wales are being communicated right now to possible partner organisations.</p>
Disability	<p>Temporary Solutions</p> <ul style="list-style-type: none"> <li>• Drop off and collection point for Library books at Adamsdown Day Centre.</li> <li>• New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.</li> <li>• During this time a pop-up library provision will also be run, where people can access library services.</li> </ul> <p>Medium Term Solutions</p> <ul style="list-style-type: none"> <li>• Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.</li> </ul> <p>In place alternatives</p> <ul style="list-style-type: none"> <li>• Cardiff libraries operate a dynamic stock system. All stock can be browsed using an online catalogue, and can be requested to be collected from any library within Cardiff. Whilst this does not change distances</li> </ul>

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	to travel, it can allow combination of journeys to reduce impact.
Gender Reassignment	n/a
Marriage & Civil Partnership	n/a
Pregnancy & Maternity	n/a
Race	<p>Temporary Solutions</p> <ul style="list-style-type: none"> <li>• Drop off and collection point for Library books at Adamsdown Day Centre.</li> <li>• New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.</li> <li>• Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays and Fridays 9am to 5pm.</li> <li>• During this time a pop-up library provision will also be run, where people can access library services.</li> <li>• Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.</li> <li>• 4 additional open access PCs located in Splott Library to continue.</li> <li>• Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsdown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre</li> </ul> <p>Medium Term possible solutions</p> <ul style="list-style-type: none"> <li>• The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhythmetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.</li> <li>• It is proposed that £40,000 of the capital receipt from the sale of the building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks,</li> </ul>

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	<p>additional IT equipment and books.</p> <ul style="list-style-type: none"> <li>• Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.</li> </ul> <p>Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area.</p>
Religion/Belief	n/a
Sex	n/a
Sexual Orientation	n/a
Welsh Language	<p>Temporary Solutions</p> <ul style="list-style-type: none"> <li>• Drop off and collection point for Library books at Adamsdown Day Centre.</li> <li>• New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.</li> <li>• During this time a pop-up library provision will also be run, where people can access library services.</li> <li>• Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.</li> <li>• 4 additional open access PCs located in Splott Library to continue.</li> <li>• Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre</li> </ul> <p>Medium Term possible solutions</p> <ul style="list-style-type: none"> <li>• The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhymetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.</li> <li>• It is proposed that £40,000 of the capital receipt from the sale of the building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks, additional IT equipment and books.</li> <li>• Adamsdown/Roath could be added to the mobile</li> </ul>

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	<p>library route for residents to be able to access the library service.</p> <ul style="list-style-type: none"> <li>• Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area. Kits currently being offered by Digital Communities Wales specifically for community based digital inclusion projects in Wales are being communicated right now to possible partner organisations.</li> </ul>
<p>Generic Over-Arching [applicable to all the above groups]</p>	<p>Temporary Solutions</p> <ul style="list-style-type: none"> <li>• Drop off and collection point for Library books at Adamsdown Day Centre.</li> <li>• New mobile van to provide outreach in the Adamsdown and Plasnewydd Wards.</li> <li>• Digital Inclusion and Into Work services from Plasnewydd Community Centre Mondays and Fridays 9am to 5pm.</li> <li>• During this time a pop-up library provision will also be run, where people can access library services.</li> <li>• Existing Storytime and Rhymetime classes that have been moved to Star Library to continue.</li> <li>• 4 additional open access PCs located in Splott Library to continue.</li> <li>• Work with partners in the area to locate a library within their future plans – including the proposed redevelopment of Adamsdown Day Centre and/or future redevelopment plans by YMCA for Plasnewydd Community Centre</li> </ul> <p>Medium Term possible solutions</p> <ul style="list-style-type: none"> <li>• The creation of a Neighbourhood Development Librarian (at a cost of £33,000) to offer professional support, such as Storytime and Rhythmetime sessions. The role would require the provision of professional outreach support to develop links with local community groups, schools, partners and individuals. Creative and imaginative delivery of reading, ICT and information sessions could be delivered in the community.</li> <li>• It is proposed that £40,000 of the capital receipt</li> </ul>

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	<p>from the sale of the building is retained to support the reinvestment in the area. This will include the purchase of self-serve kiosks, additional IT equipment and books.</p> <ul style="list-style-type: none"><li>• Adamsdown/Roath could be added to the mobile library route for residents to be able to access the library service.</li><li>• Additional digital inclusion and Into Work services could be provided in partner or other council buildings in the area.</li></ul>
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**6. Further Action**

Any recommendations for action that you plan to take as a result of this Equality Impact Assessment (listed in Summary of Actions) should be included as part of your Service Area’s Business Plan to be monitored on a regular basis.

**7. Authorisation**

The Template should be completed by the Lead Officer of the identified Policy/Strategy/Project/Function and approved by the appropriate Manager in each Service Area.

Completed By :	Date:
Designation:	
Approved By:	
Designation:	
Service Area:	

7.1 On completion of this Assessment, please ensure that the Form is posted on your Directorate’s Page on CIS - *Council Wide/Management Systems/Equality Impact Assessments* - so that there is a record of all assessments undertaken in the Council.

For further information or assistance, please contact the Citizen Focus Team on 029 2087 3059 or email [citizenfocus@cardiff.gov.uk](mailto:citizenfocus@cardiff.gov.uk)