

# Members' Information and Library Service Project



## **Aim:**

To provide an update of progress made to  
Members of Democratic Services  
Committee





# Project Scoping Methodology

**Research : reporting October 2014**

**Interviews, Focus Groups and Survey**

**5 - Cabinet Members**

**11 - Committee Chairs, Party Whips, backbench Members etc.**

Cabinet Support Staff

Democratic services Staff and OM

National Assembly Staff

Glamorgan Archives Manager

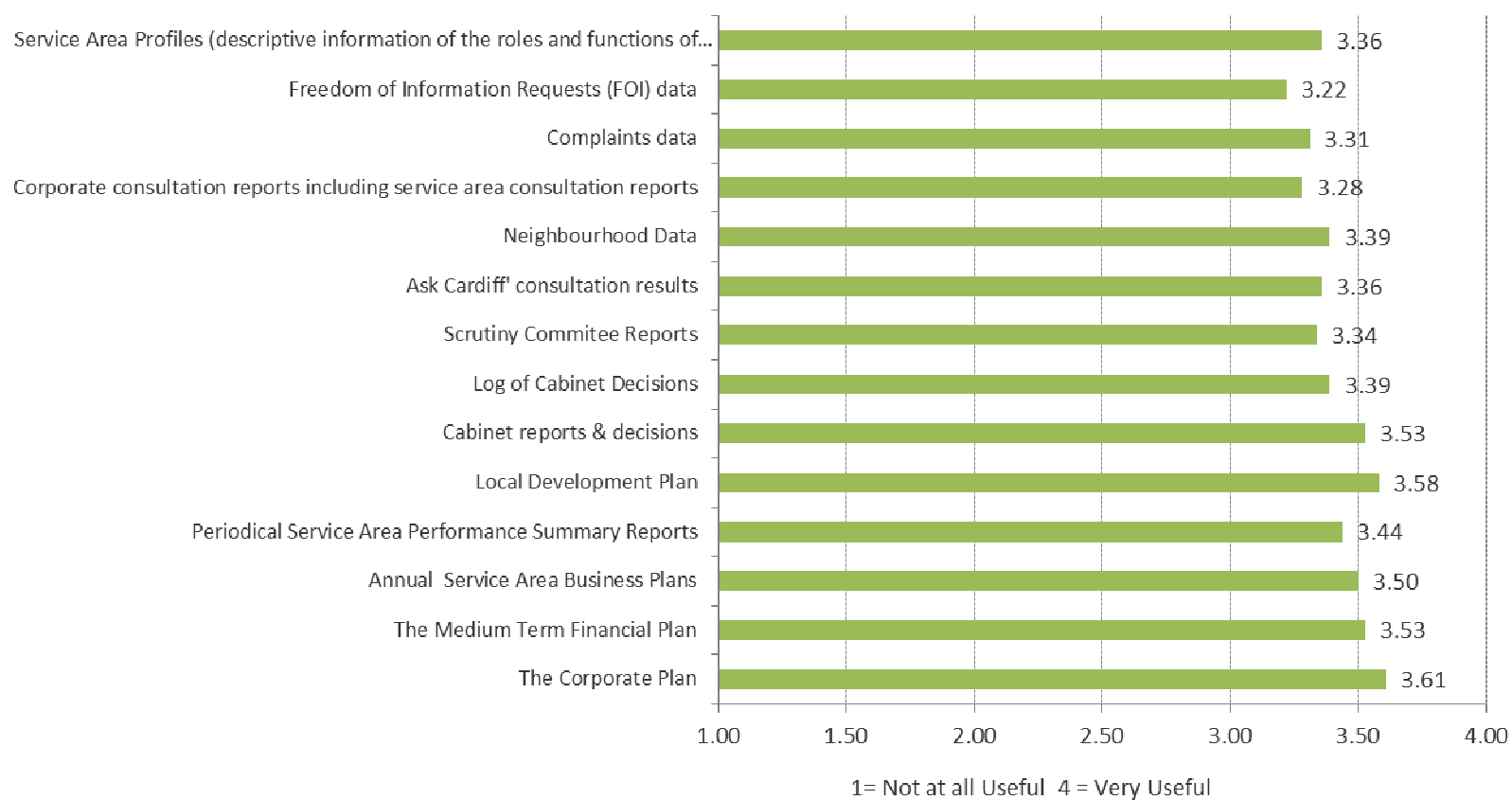
## Survey questionnaire:

43 – Respondents in total

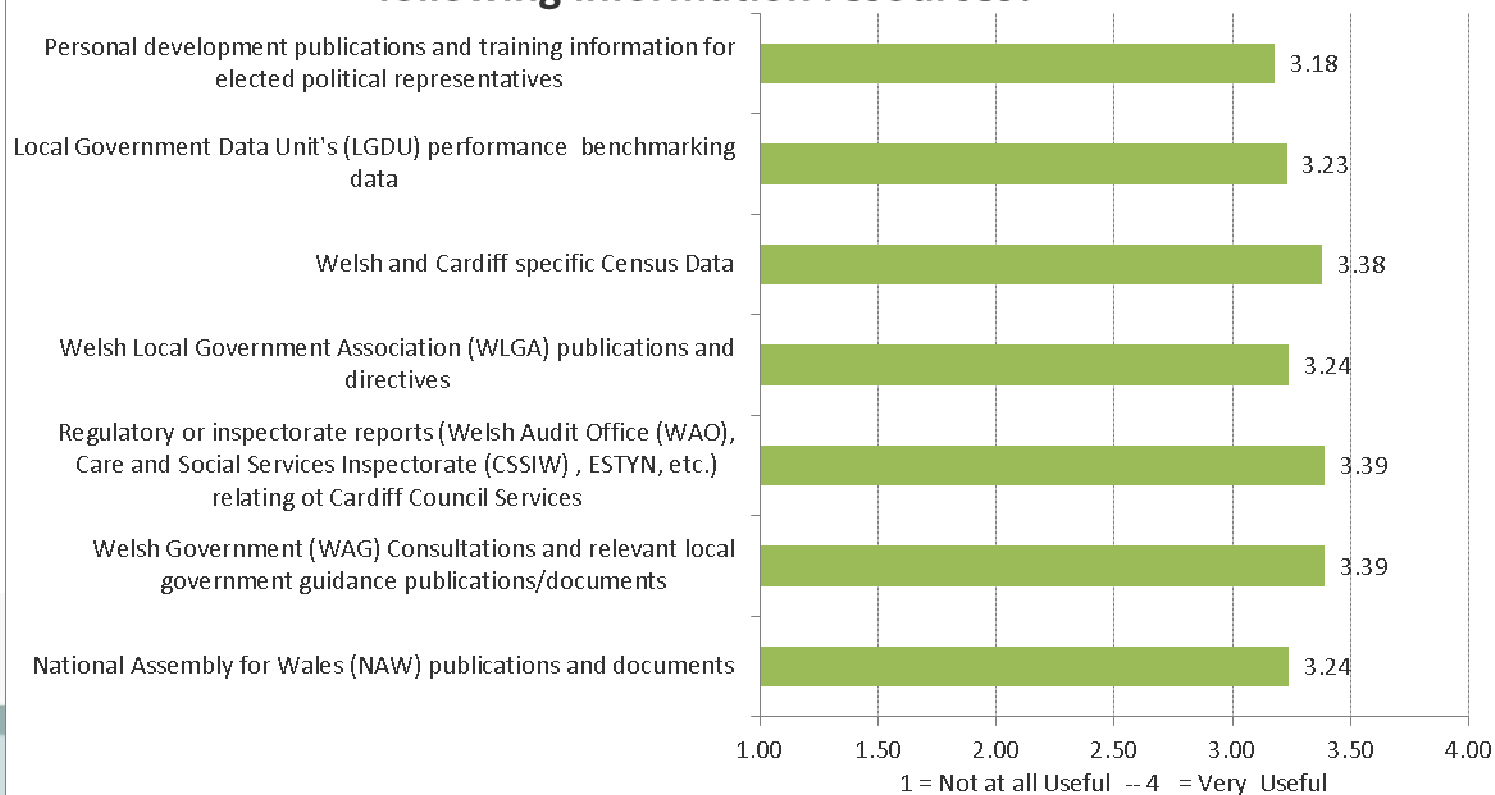
7 - Cabinet Members



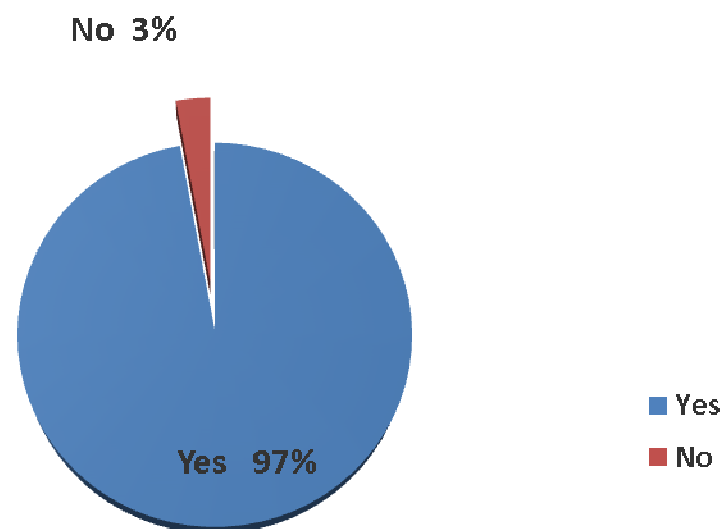
### How useful would it be for you to have access to the following resources?



## How useful would it be for you to have access to the following information resources?



**Would it be useful to have a dedicated webpage which contains electronic copies and links to online resources?**





# Service Delivery Platform

Modern.Gov Library Portal

## Service Components

Document Search Facility

Document access via and Indexed File  
Plan

# Access to Internal Documents

## Priority Documents

- Corporate/Cabinet documents
- Scrutiny reports and research
- Budget documents
- LDP
- Log of decisions
- Performance reports



# Access to External information

## Priorities:

- NAW &WAG publications, legislative updates, guidance etc.
- WLGA publications
- Regulatory reports (Estyn, CSSIW, WAO)
- Census and Welsh statistics
- LGDU, comparative performance data

# Search System Facility

## Potential Search Options:

- Title
- Topic or subject area
- Geographical area
- Date
- Document type





# Tasks for Delivery:

## Prioritisation, tagging and uploading of documents

### Option 1. Selected documents - 2014-2015

Internal documents - 609

All external links - 160

Total - 769

**Time scales – 3 ½ - 4 weeks (1 FTE staff)**

**minimum tagging 10 min per document**



## **Option 2. All internal and external documents 2014-2015**

Internal documents -	1085
All external links -	160
<b>Total -</b>	<b>1,245</b>

**Time scales – 6 weeks (1 FTE staff)  
minimum tagging 10 min per document**

# Other Operational Considerations



Setting –up of other operational features

File plan set -up

Pre-testing of on-line system

Member Volunteer

Officer Volunteer

Library Administrator and support resource  
Research staff and/or  
Committee support staff

Compliance to access requirements  
Welsh language provision  
Disabled access



# Formulation of Library User Handbook





Thank You

