

Report of the Area Leader – South East Leeds

Report to the Assistant Chief Executive (Citizens and Communities)

Subject: Friends of Drighlington Community Library request for Community Subsidised Accommodation

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):	Morley North	
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

1. In May 2011 Executive Board approved a major review of Leeds Library and Information Service called a New Chapter for Libraries. As part of this review it was agreed that Drighlington Library could remain open for 12 months in order to explore the potential for a community run library.
2. Drighlington Library is based in one room in Drighlington Meeting Hall building, the remainder of the property provides community meeting space. Friends of Drighlington Community Library did not want to take responsibility for the whole building. As a result Drighlington Meeting Hall was transferred to the Environment and Neighbours portfolio. It has now become part of the Citizens and Communities portfolio and delegated to Outer South Area Committee.
3. The sole management and running of Drighlington's library service was handed over to the Friends of Drighlington Community Library in November 2012 and Leeds Library and Information Service ended their interest in Drighlington Meeting Hall.
4. Friends of Drighlington Community Library are a group of local volunteers and do not have a budget to cover rental costs. A Rental Assessment for the library space in Drighlington Meeting Hall was undertaken. The notional rent is calculated at £5,000 per annum and Service Charge is £1,860 per annum.

5. The friends of Drighlington Library received subsidised accommodation in the first year of operation. This report requests a continuation of the subsidised cost of £1,860 for a further year to the Service Charge. This proposal is supported by the Outer South Area Committee.
6. A Tenancy at Will is in place whilst negotiations are ongoing around a potential lease. A lease has been drawn up the friends of Drighlington community Library will shortly be in a position to sign a seven year lease for their part of the building.

Recommendations

7. It is recommended that the Assistant Chief Executive (Customer Access and Performance) approves a grant to the Friends of Drighlington Community Library to the value of £1,860 and waive the notional £5,000 rental income. This grant is to cover the service charges for a further 12 month period. It is recommended that this grant should be approved on the condition that the Friends of Drighlington Library sign the lease that has been drawn up.
8. It is also recommended that this support be reviewed in 12 months to determine whether the arrangement should continue and to agree future conditions of use.

1 Purpose of this report

- 1.1 The report outlines a request that the Assistant Chief Executive (Customer Access and Performance) waives the notional community rental agreement (CRA) cost of £5,000 for space within Drighlington Meeting Hall and agrees subsidised occupation to the value £1,860 to cover the service charges.

2 Background information

- 2.1 In May 2011 the Executive Board approved a major review of Leeds Library and Information Service. The recommendations included the proposal to delay for a year, the closure of a number of libraries of which Drighlington Library was one, to investigate other options.
- 2.2 The Library is based in one room in the Drighlington Meeting Hall; the remainder of the property provides community meeting space. Friends of Drighlington Community Library do not want to take responsibility for the whole building. It was agreed that the building would remain under the control of the council but that the library space would transfer to the 'friends of' group.
- 2.3 Leeds Library and Information Service terminated their service in Drighlington on 27 October 2012. A handover audit took place with the Friends of group on 29th and 30th October in preparation for the group taking over operations from November 2012.
- 2.4 Drighlington Meeting Hall is included in the Community Centre portfolio in the Citizens & Communities directorate, having been transferred from the Environment and Housing directorate in October 2013. The day to day management of the centre and the community lettings continues to be facilitated by Facilities Management who currently manage the Citizens and Communities centres that are delegated to area committees.

3 Main issues

- 3.1 Friends of Drighlington Community Library are a local group of volunteers working to keep the Library open. They have over 40 volunteers who operate the Library during opening hours which helps to keep the costs down. The "Friends" have a management committee of 9 Trustees who organise the rota, events and fundraising.
- 3.2 The Trustees feel that significant progress and success has been achieved during the last 12 months and hope to be able to sustain and build on this for the future.
- 3.3 The trustee's main focus is around generating funding for books and promoting the facility for use by local people.
- 3.4 The Trustees are planning various activities for the year, this includes a Knit and Knatter group where local residents can come and get help with their knitting. The group is also planning an auction and an exhibition to celebrate the 100th anniversary of World War 1 to take place after the summer.

3.5 The table below highlights progress made since the group took over operations of the library. The Friends of Drighlington Library's mission statement is to serve the local community, develop sound literary, cultural and social skills by means of the following:

Action	Progress to date
Provide a meeting place for elderly or disabled members of the community and mothers with young children who cannot easily access other libraries i.e. Gildersome or Morley	<ul style="list-style-type: none"> Increased the opening hours so that the library is open at least 4 hours a day for 5 days of the week. It is open 2 full days during the week, enabling those who work to use the facilities There are two areas of comfortable seating for socializing, which is being used on a regular basis
Encourage general reading throughout the year not just in term time to improve literacy	<ul style="list-style-type: none"> Opened after school hours 2 days a week and Saturday mornings. With the 2013 Summer Reading Challenge going so well, talks are in place to do another Summer Reading Challenge this year which will involve children up to the age of 11
Strong links with the Drighlington Infants and Primary School.	<ul style="list-style-type: none"> There is a regular school reading group on Tuesday and Fridays where pupils in year 4 can visit the library and read at their leisure. Talks are in place with the school to allow 1st year children to do the same as the 4th year pupils
Provide a photocopier for business, club and individual use	Photocopier/printer is still been used well on a daily basis by local residents and businesses
Continue to encourage young children to participate in art and craft activities during school holiday periods	Craft events held for children during school holidays which have been very popular and well attended with parents requesting more
Encourage more people to use the library by providing jigsaws, board games and daily newspapers	<p>Jigsaws have been provided for both children and adult members to use, along with a chess. set Local and National Newspapers are provided by the local news agencies on 3 days of the week</p> <p>A work club is also run with the support of Morley's Job Centre, to help local people find employment</p>
Start a Reading Group where adults can enjoy books together	This is still high on the agenda but unfortunately is on hold due to the cost of buying several copies of a book, which is essential for a reading group

Action	Progress to date
Develop Story Times for pre-school children	Story time takes place every Friday at 2.15pm
Continue to develop links with the Morley Literature Festival	<ul style="list-style-type: none"> In 2012 the group had a stall in Morley high street publicising the library during the Festival. Friends of Drighlington Library are considering holding a stall in 2014.
Encourage IT usage	<ul style="list-style-type: none"> Running on a Tuesday, evening from 6:00pm - 7:30pm, the library is running a computer and laptop club to help people become more familiar with IT and problems they may be having.

- 3.6 Friends of Drighlington Community Library was to take occupation of the space on the understanding that there would be a CRA (Community Rental Assessment) undertaken.
- 3.7 It is requested that the £5,000 notional rent is waived and a grant to the value of £1,860 be given to cover the service charge costs. This proposal is supported by Morley North ward members and the Outer South Area Committee. The group is currently on a Tenancy at Will while negotiations are ongoing about a potential lease. This is a temporary arrangement between the library providers and the council. The Tenancy at Will will terminate when a lease has been agreed and signed. This is to ensure the group is set up correctly so that all interests are protected if an asset transfer takes place in the future.
- 3.8 There have been delays in finalising the signing of the lease, mainly due to the status of the Friends of Drighlington Library and the unwillingness of the individual members to have financial or legal responsibility. The group have now applied to become a Charitable Incorporated Organisation (CIO) which will enable them to finally sign the lease.
- 3.9 Negotiations around the lease have been ongoing since 2011. The lease will provide a legal status to the arrangements between the Friends of Drighlington Library and Leeds City Council in terms of the group's entitlement to use the agreed space. Break clauses will allow either party to end the arrangements, with notice, should the arrangement prove to be unsuitable in the future. Decisions around rental support are separate to the lease arrangements.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Rental charges are a matter between the user and the Council and are not therefore subject to wider consultation (the current Community Centre review will be considering community centre charging policies and there will be consultation on this with all interested parties in due course).

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Drighlington Meeting Hall is open to all groups to use. Equality Impact Assessment (EIA) screening has been undertaken to establish whether or not a full EIA should be completed at this time and it has been concluded that a full EIA is not required as the decision would have no negative effect on any particular equality characteristics, indeed the location of the service within the community has positive benefits, and the terms of the occupation are such that the position in relation to access to the facilities by the community can be reviewed within the 12 month period of occupation. The current Community Centre Review is also looking at availability and use of community facilities over the longer-term and EIAs relating to this work will be undertaken as the review progresses.

4.3 Council policies and City Priorities

- 4.3.1 The proposal to support the transfer of the library service to the community to run supports the ambition of the council to empower local people.

4.4 Resources and value for money

- 4.4.2 The budget from Leeds Library and Information Service to run Drighlington Meeting Hall was transferred to the Community Centres portfolio in October 2012.
- 4.4.3 Although the proposal involves waiving the notional £5,000 rental income charge, this will not affect the income target for this building as no income has previously been generated through the hire of this space.
- 4.4.4 The library service operated by The Friends of Drighlington Library delivers good value for money and provides the local community with a library and a meeting space.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There are no legal implications arising from the contents of this report.

4.6 Risk Management

- 4.6.1 The building is in a reasonable state of repair and the last known conditions survey August 2006 did not identify any major work needed.
- 4.6.2 Further meetings will take place with the Friends of Drighlington Library during the 12 month period to monitor operational outputs. Finances relating to operational costs and income will be monitored during the year.

5 Conclusions

The Friends of Drighlington Community Library took up occupation of the Library space from October 2012 and have operated the library since. As a group of volunteers, they do not have a budget to cover rental costs and service charges. Therefore, it is requested that the notional rent of £5,000 be waived and a grant to the value of £1,860 be awarded to cover service charges.

6 Recommendations

- 6.1 It is recommended that the Assistant Chief Executive (Customer Access and Performance) approves a grant to the Friends of Drighlington Community Library to the value of £1,860 and waive the notional £5,000 rental income. This grant is to cover the service charges for a further 12 month period. It is recommended that this grant should be approved on the condition that the Friends of Drighlington Library sign the lease that has been drawn up.
- 6.2 It is also recommended that this be reviewed in 12 months to determine whether the arrangement should continue and to agree future conditions of use.

7 Background documents¹

- 7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Citizens and Communities	Service area: South East Leeds - Area Support Team
Lead person: Thomas O'Donovan	Contact number: 0113 3951655

1. Title: Friends of Drighlington Community Library request for Community Subsidised Accommodation		
Is this a:		
<input type="checkbox"/> Strategy / Policy	<input type="checkbox"/> Service / Function	<input type="checkbox"/> Other
If other, please specify The application for a Community Subsidised Accommodation is a request on behalf of Friends of Drighlington Community Library, based on their current circumstances and the work they deliver to meet key priorities within the Morley North area.		

2. Please provide a brief description of what you are screening
Friends of Drighlington Community are a local group of volunteers working to keep

the Drighlington Library open. They have over 40 volunteers who open the Library Monday to Saturday. The “Friends” have a management committee of 8 Trustees who organise the rota, organise events and fundraising.

9. The Friends of Drighlington Community does not have a budget to cover rental costs of this level and, the current community rental assessment for the space in Drighlington Meeting Hall has been assessed at costing £6,860 p/a.(£5000 notional rent, £1, 860 for annual service charge)
10. It is recommended that the Friends of Drighlington Community Library are allowed subsidised accommodation to the value of £1,860 to the service charge and the notional £5,000 rental income be waived for a 12 month period from 1st April 2014.
11. It is also recommended that this arrangement be reviewed within the 12 month period to determine whether the arrangement should continue and to agree future conditions of use.
12. It is the decision on whether to approve this request that is being screened in terms of its equality impact.

3. Relevance to equality, diversity, cohesion and integration

All the council’s strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		
Have there been or likely to be any public concerns about the policy or proposal?		
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		
Could the proposal affect our workforce or employment practices?		
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 		

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration	
<p>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.</p> <p>Please provide specific details for all three areas below (use the prompts for guidance).</p>	
<p>A) How have you considered equality, diversity, cohesion and integration? (Think about: the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned – see Ai below) with those likely to be affected)</p> <p>The sole management and running of Drighlington’s library service was handed over to the Friends of Drighlington Community Library in November 2012 when Leeds Library and Information Service ended their interest in Drighlington Meeting Hall.</p> <p>The community might feel disadvantaged by losing the library. Questionnaires to the community generated over 120 responses showing a strong demand for a film club, adult education classes, craft activities, computer instruction, local and family history, guided local walks, talks and lectures and a children’s literature festival. The interest shown by the community supports a strong demand for the Library to remain open.</p> <p>Drighlington Meeting Hall is open to all groups to use. No equality issues have been identified. The use of the library will benefit people from all backgrounds in the local area. No particular communities or equality groups are disadvantaged by the proposal. No other groups had made enquiries or expressed an interest in taking on the running of the Library.</p> <p>This request to allow subsidised accommodation to service charge and a waiver of the notional rent follows the outcome of the city-wide review of the community centres letting policy and charges.</p> <p>The location of the service within the community has positive benefits, including the use of space by the youth service. The terms of the occupation are such that the position in relation to access to the facilities by the community can be reviewed within the 12 month period of occupation.</p>	
Ai) Is the consultation /engagement listed on Talking Point?	Yes <input type="checkbox"/> No <input type="checkbox"/> n/a

C) Actions

(Think about: how you will promote positive impact and remove/ reduce negative impact)

The Area Support Team and partners will work with Friends of Drighlington Community to monitor the continued use of the facility.

Two public meetings have been held in the past where the library services and local councillors attended. Suggestions for long term development were myriad and warmly received. 40 people are volunteers which allows the group to continue to independently run the library Monday to Saturday.

5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment**.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Type of Decision being assessed

Please tick as appropriate

Key (Incurring expenditure or making savings over £250,000 each year

☐

and or outcome will have significant effect on communities living in an area comprising two or more wards)

☐

Major (incurring expenditure or making savings over £100,000 per year)

☐

Significant Other (as Delegated Decision Making definition set out in Pt 3 of Constitution)

☒

Administrative (not in conflict with approved policies and do not raise new issues of policy)

☐

Name	Job title	Date
Thomas O'Donovan	Area Improvement Manager	7/3/14

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

Date screening completed	
Date sent to Equality Team	
Date published (To be completed by the Equality Team)	