

Prosperous Overview and Scrutiny Committee PLEASE NOTE TIME OF MEETING

Wednesday 22 November 2023

14:30

White Room, County Buildings, Stafford

The meeting will be webcast live and archived for 12 months. It can be viewed at the following link: <https://staffordshire.public-i.tv/core/portal/home>

NOTE: The meeting will be preceded by a (Members only) visit to the construction site of the Staffordshire History Centre, Stafford. All Members are requested to have completed the on-line pre-visit induction course in advance and assemble in County Buildings Reception by no later than 1.00 pm on 22 November (see additional calling-notice for further details).

John Tradewell
Deputy Chief Executive and Director for Corporate Services
14 November 2023

Agenda

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of meeting held on 9 November 2023** (Pages 1 - 6)
- 4. Staffordshire History Centre Update** (Pages 7 - 32)
Report of Cabinet Member for Communities and Culture
- 5. Staffordshire Libraries and Arts Service Performance 2022-2023** (Pages 33 - 42)
Report of Cabinet Member for Communities and Culture
- 6. Work Programme** (Pages 43 - 64)

7. **Date of Next Meeting - Wednesday 13 December 2023 at 2.00 pm, County Buildings, Stafford**

8. **Exclusion of the Public**

The Chairman to move:

“That the public be excluded from the meeting for the following items of business which involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A (as amended) of the Local Government Act 1972 indicated below”.

Part Two

(All reports in this section are exempt)

Nil.

Membership	
Charlotte Atkins	Peter Kruskonjic (Vice-Chair (Overview))
Tina Clements (Chair)	Rev. Preb. M. Metcalf
Hannah Gallimore	David Smith
Philippa Haden	Samantha Thompson
Philip Hudson	Ross Ward (Vice-Chair (Scrutiny))
Graham Hutton	Bernard Williams

Notes for Members of the Press and Public

Filming of Meetings

Staffordshire County Council is defined as a Data Controller under the Data Protection Act 2018. The County Council has agreed that public meetings should be the subject of live web transmission 'webcasting'. Fixed cameras are located within meeting room for this purpose.

The webcast will be live on the County Council's website and recorded for subsequent play-back for 12 months. The recording will also be uploaded to YouTube. By entering the meeting room and using the seats around the meeting tables you are deemed to be consenting to being filmed and to the

possible use of those images and sound recordings for the purpose of webcasting.

If you have privacy concerns about the webcast or do not wish to have your image captured, then please contact the Member and Democratic Services officer named at the top right of the agenda.

Recording by Press and Public

Recording (including by the use of social media) by the Press and Public is permitted from the public seating area provided it does not, in the opinion of the chairman, disrupt the meeting.



Minutes of the Prosperous Overview and Scrutiny Committee Meeting held on 9 November 2023

Present: Tina Clements (Chair)

Attendance	
Charlotte Atkins	Rev. Preb. M. Metcalf
Philippa Haden	David Smith
Philip Hudson	Samantha Thompson
Graham Hutton	Ross Ward (Vice-Chair (Scrutiny))
Peter Kruskonjic (Vice-Chair (Overview))	Bernard Williams

Also in attendance: Anthony Baines, Jonathan Lindop and Philip White

Apologies:

Part One

27. Minutes of meeting held on 17 October 2023

RESOLVED - That the minutes of the meeting held on 17 October 2023 be confirmed and signed by the Chairman.

28. Declarations of Interest

There were no Declarations of Interest made.

29. Community Learning Self-Assessment Report 2022 - 2023

The Committee considered a report of the Deputy Leader and Cabinet Member for Economy and Skills regarding Staffordshire Community Learning Service's Annual Self-Assessment for 2022/23 (schedule 1 to the signed minutes).

The Service provided a range of formal and informal education and training opportunities to meet the needs of learners (aged 19 years and over), the economy and wider community across Staffordshire. Their work was funded by the Education and Skills Funding Agency (ESFA) through direct grant totalling £1.6 per annum. However, an additional £4.2m (over a three year period) had been secured in 2022 to deliver the Multiply Programme which aimed to help adults improve their numeracy skills.

Learning programmes were delivered by both the Direct Delivery Unit and various Partner organisations who targeted and prioritised vulnerable adults with barriers to learning.

The four main strands of delivery during the year were:- (i) Community Learning Framework 2019-2023; (ii) Community Learning Trust Responsiveness Fund; (iii) Wider Family Learning Grants and; (iv) Direct Delivery (Accredited Provision – Adult Skills), with courses being provided through a combination of classroom based, online and hybrid/blended learning.

The Service's Annual Self-Assessment was based on service-wide data and other evidence including:- (i) learner feedback; (ii) information on learner destinations; (iii) course documentation and; (iv) quality monitoring reports. The process involved benchmarking against an internal Quality and Performance Framework together with Ofsted's Education and Inspection Framework (2019) which defined the criteria for high quality provision and continual improvement and monitoring.

OFSTED had introduced a new Education Inspection Framework in 2019 according to which Staffordshire achieved an overall rating of 'Good' for 2021/22. In addition, a full inspection of the service was undertaken between 31 January and 2 February 2023 which had resulted in an Overall Effectiveness score of 'Good'.

However, measurement of performance against Key Performance indicators for the year, by the Service, had identified the following areas for improvement:- (i) significant rapid improvement in outcomes for learners of English for Speakers of Other Languages (ESOL) and digital courses, especially for Black and Minority Ethnic Learners; managers must implement relevant strategies to support and improve attendance; (ii) effective information and advice and clear progression pathways; (iii) personalised learning goals and outcomes to provide sufficient challenge, especially for more able learners, to demonstrate the progress learners make on-course and towards longer term aspirations and; (iv) use of effective initial and diagnostic assessments to develop appropriate English and Maths learning outcomes. It was hoped that significant improvement in the above-mentioned areas could be achieved by December 2023.

During the full and wide-ranging discussion which ensued, Members gave detailed scrutiny to the work of the Service and results of the annual Self-Assessment, asking questions, seeking clarification and raising issues of concern as necessary, including:- (i) the various measures being implemented to mitigate against slower learner recruitment; (ii) the timing of courses having regard to learners' potential work commitments and the need to improve recruitment/accessibility; (iii) how the long term aspirations of learners were being met through the provision of additional support by the County Council; (iv) attendance rates during the current term; (v) how the KPIs could be reconfigured to better capture data relating ethnicity and gender; (vi) involvement of employers in the

delivery of courses and engagement with learners; (vii) benchmarking Staffordshire's performance with that of comparable Authorities; (viii) take-up of courses by learners with SEND and how the service offer could be better tailored to suit their needs and; (ix) engagement with people not in education, employment and training (NEETS).

RESOLVED – (a) That the report be received and noted;

(b) That the 'Good' performance of the Community Learning Service during 2022/23 be welcomed.

(c) That the Cabinet Member continue his efforts to address the above-mentioned areas of weakness with a view to achieving significant improvement by December 2023.

(d) That the Cabinet Member consider reconfiguring future Self-Assessment reports to the Committee to include Key Performance Indicators listed by gender.

(e) That the Cabinet Member consider reconfiguring future Self-Assessment reports to the Committee to better illustrate learners by ethnicity so that any inequalities highlighted can be addressed, as appropriate.

30. Annual Street Works Permit Scheme Reports and Draft Traffic and Network Management Plan

The Committee considered a report of the Cabinet Member for Highways and Transport regarding the County Council's Annual Street Works Permit Schemes for Years 1 and 2 (1 April 2020 to 31 March 2022) and draft Traffic and Network Management Plan (schedule 2 to the signed minutes).

The County Council's Cabinet approved the introduction of a permit scheme for all publicly maintained roads within Staffordshire, in August 2019, in exercise of its powers under section 33A (2) of the Traffic Management Act 2004. The effect of an Order under the Act was to require Statutory Promoters (including utility companies and the Highway Authority) to apply for a permit to undertake work on the Highway rather than to give notice of their intention to carry out work. In promoting such an Order it was anticipated that the Authority could exercise greater control of work by third parties for the purposes of:- (i) achieving value for money; (ii) promoting better working practices; (iii) improving coordination and quality of works; (iv) keeping residents and Highway users better informed of works in their areas and; (v) reducing the impact of essential works.

At their meeting on 18 March 2020 Cabinet agreed that the County

Council should become a Permit Authority for road and street works with effect from 1 April 2020 and Members noted that since going live, the number of applications for Permits and Variations had increased significantly.

A legal requirement of the scheme was that Annual Reports should be produced by Highway Authorities for each of the first three years of operation and then each third year thereafter. The format of these Reports was set out in The Highway Authorities and Utilities Committee (HAUC) England Advice Note published in January 2016. Also, schemes were required to operate on a 'cost neutral' basis with all funds generated being used for their function.

Members heard that the Traffic and Network Management Plan (TNMP) would formalise the operation of the Permit Scheme with other policies such as the Authority's Highway Infrastructure Asset Management Plan and Bus Service Improvement Plan and how the approach of the County Council's Traffic and Network Management Team, who were responsible for processing Permit applications, influenced the Local Transport Plan, currently under review.

During the full and wide-ranging discussion which ensued, Members gave detailed scrutiny to the Annual Report and draft TNMP headings, asking questions, seeking clarification and raising issues of concern as necessary, including:- (i) the suitability of diversion routes promoted by Statutory Undertakers; (ii) the need to ensure temporary signage was removed from sites on completion of highway works; (iii) payment of penalties by Statutory Undertakers and measures available to the Highway Authority to recover arrears/outstanding debt; (iv) channels of communication with Statutory Undertakers and how these might be improved for the benefit of local residents; (v) 'Local' Member involvement in resolving Highway issues; (vi) the level of fines imposed for breaches of permit conditions and; (vii) procedures under the scheme for resolving defective work.

RESOLVED – (a) That the report be received and noted.

(b) That the Street Works Permit Scheme Annual Report for Years 1 and 2 (1 April 2020 – 31 March 2022) indicating the successful operation of the Scheme during that time, be welcome.

(c) That the Cabinet Member for Highways and Transport consider lobbying Central Government regarding the level of fees and charges applicable under the Scheme to ensure they better reflect the scope of the Authority's strategic aims, as set out above.

(d) That the proposed format/headings for the Traffic and Network Management Plan be supported and that the draft Plan be presented to

the Committee for Scrutiny when it becomes available in Spring 2024.

31. Work Programme

RESOLVED – That, subject to consideration of 'Natural Environment Strategy' being postponed to their meeting on 13 December 2023 at the request of the Cabinet Member for Environment, Infrastructure and Climate Change, the updated Work Programme (schedule 3 to the signed minutes) be approved.

32. Date of Next Meeting - Wednesday 22 November 2023 at 2.30 pm

RESOLVED – That the date, time and venue of the next meeting be noted.

Chair

Prosperous Overview and Scrutiny Committee - Wednesday 22 November 2023

Staffordshire History Centre Update

Recommendations

I recommend that the Committee:

- a. Reviews the progress of the project since February 2023
- b. Comments on the capital work and activities to date
- c. Receives the key findings from the independent evaluation report.

Local Member Interest:

N/A

Report of Councillor Victoria Wilson Cabinet Member for Communities and Culture

Summary

What is the Overview and Scrutiny Committee being asked to do and why?

1. The Staffordshire History Centre project is an £8,780,239 project to bring together the collections of Staffordshire Archives and the William Salt Library onto one site. It will also provide a single exhibition space for the Archive, Library and County Museum collections, displaying them together for the first time and provide a new cultural venue within Stafford.
2. The History Centre is essential not just as the place to secure our collections but importantly to provide access for a whole range of visitors. It will offer new visitor spaces and storage for important historic collections dating back over a thousand years. The restored and repurposed William Salt Library will form both part of the Centre and offer small business and entrepreneurial spaces, whilst the adjoining 19th century cottage will provide town centre residential accommodation.
3. The project is also delivering a four year activity programme including family activities, learning sessions for schools, touring exhibitions, behind the scenes tours, and events to engage people across the county. This enables a wider range of people to engage with Staffordshire's

hugely significant historic collections and discover more about the people and places within the county.

4. The project has been awarded a grant of £4,858,699 from the National Lottery Heritage Fund. The total match funding is £3,921,540 which includes Staffordshire County Council funding, grants from other organisations, donations from the Friends of Staffordshire & Stoke-on-Trent Archive Service and the Friends of the William Salt Library and in-kind contributions from volunteers.
5. The Prosperous Overview and Scrutiny Committee is being asked to receive a further update on the Staffordshire History Centre project, comment on progress and note the receipt of the first evaluation report.

Report

Background

6. Staffordshire County Council's Archive and Heritage Service brought a report to the Prosperous Overview and Scrutiny Committee on 3 February 2023 on the progress of the Staffordshire History Centre project. Comments from the Overview and Scrutiny Committee were reported to the Joint Archives Committee on 28th February. The Overview and Scrutiny Committee requested further updates on the project and a site visit which has been arranged to take place prior to this meeting.
7. Since the last report rapid progress has been made in constructing the new History Centre. A full summer programme of activities has been delivered and the Archive and Heritage Service is currently participating in the Staffordshire History Festival with the Libraries and Arts Service. Three further progress reports have been submitted to the National Lottery Heritage Fund (NLHF) and grant claims. Three more contracts have been awarded. The first evaluation report has been received focused on the construction contract.

Project progress update on capital work

8. The construction contractor, Pave Aways Limited, formally took possession of the History Centre site from Staffordshire County Council on 1st February 2023.
9. Pre-Construct Archaeology (PCA) commenced their watching brief for the project on 31st January 2023. They observed the initial groundworks and excavations for the piling work for the new strongrooms. PCA were on site for 33 days which exceeded the agreed time frame and budget. The

specification was reviewed by the County Archaeologist after which agreement was reached with PCA to scale back the work.

10. To ensure ongoing access to the archive collections in a manner that complied with site health and safety a separate access route was constructed for Archive and Heritage staff. This route was enabled by access from an adjoining site owned by Stafford Borough Council. A temporary licence was issued until the site was sold in the summer. Conversations with the new landowner have permitted the site access to remain within a smaller space. The safe access route constructed by Pave Aways has been essential to maintain the limited public access to collection. See paragraphs 23-25 for more information on this.
11. The first construction phase included demolition of some structures, piling tests and excavations for the new strongrooms. This uncovered some previously unknown walls, redundant gas supplies and asbestos from previous buildings. These were removed by specialist contractors.
12. The piling work has been completed for the strongrooms and the concrete slabs for the new stores are up to the third floor out of four. Procurement of the shelving for the new strongrooms has been completed with the contract awarded to Bruynzeel. The shelving design has been agreed with input from the Archive and Heritage staff team.
13. The foundation slabs, steel posts and columns are in place for the Covered Courtyard which will contain the new public entrance and exhibition space. The roof work is ongoing and the link to the William Salt Library building is being constructed. The first fix for mechanical and electrical (M&E) work is underway. Blockwork for the back wall which will hold the curated wall display is almost complete.
14. Once the roof was installed for the Covered Courtyard it was noted that natural light levels were reduced in the conservation studio which is adjacent to the space. This has been reviewed and the proposal is to install skylights to mitigate the impact.
15. Refurbishment and reconfiguration of Staffordshire Record Office has progressed. Internal demolitions are complete. Partition walls are in place for the new spaces including the searchroom and the event space. The old air conditioning unit has been decommissioned. The first fix for M&E is underway.
16. There have been delays to works on the William Salt Library listed building. This was due to a requirement to apply for listed building consent for the repair of one of the floors and replacement of a staircase in the Cottage part of the building. A positive meeting with Stafford

Borough Council's conservation officer enabled this to be submitted and approved in the summer.

17. Work to repair both the Georgian townhouse and the Cottage is underway including structural repairs where there has been movement or settlement throughout the life of the building. Other restoration work and window repairs are ongoing. The two buildings have been separated for their two future purposes of a residential let (Cottage) and History Centre/office lettings (Townhouse). Three period wallpapers revealed in the Townhouse will be cleaned and a section of them will remain on display protected by a clear vision panel.
18. The fabrication and digital work for the exhibition and interpretation has been developed to RIBA stage 4 with designers Iagemakers and their sub-contractors. This work has focused on the curated wall display which will hold items from across the three collections highlighting key themes and stories from Staffordshire's history.
19. The activity programme has been used to undertake co-curation work with users to select objects and documents, develop interpretation and test content. There have been workshops with staff to look at mock-ups of cases, first draft colour schemes, labelling, and digital and manual interactives (activities to engage people with the exhibition). A critical friends group has been formed for the project and they have fed back on initial designs. Further workshops are planned in October and November to look at interpretation in the William Salt Library.

Project progress update on activities

20. From February half term through to the end of October a varied programme of activities has been developed and delivered including:
 - a. Events for half-terms and summer holidays targeted at local families delivered in libraries across Staffordshire.
 - b. The team also participated in key events such as the Science Fair and History Fair at Perton Library, National Lottery Heritage Fund open week and Heritage Open Day. These included stalls and behind the scenes tours of the Museum Stores with one focused on the significant carriage collection.
 - c. These events tested awareness of the Staffordshire History Centre and the types of activities which families would like to attend. Children played an active role through craft and play to select their favourite collection items for display and suggest games or things to do at the new History Centre.

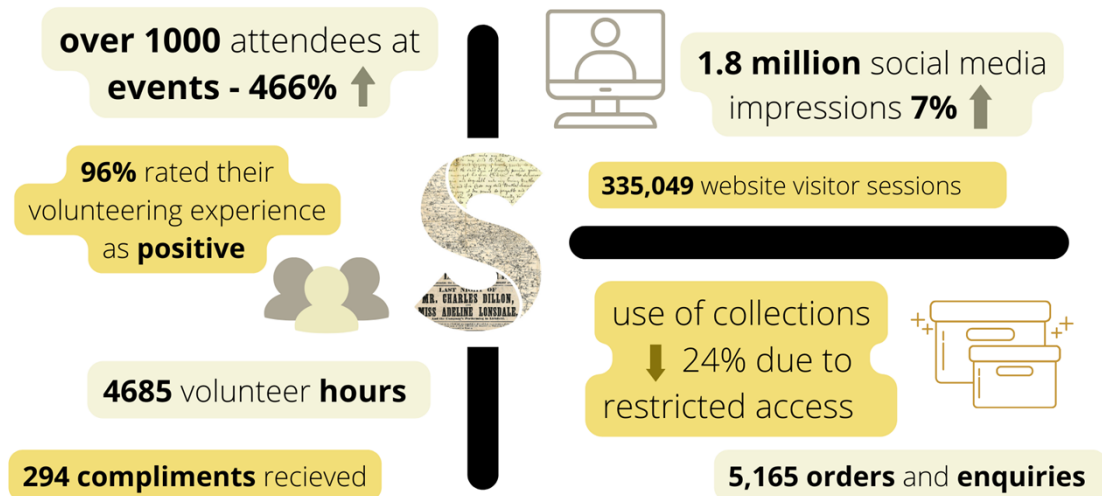
- d. In partnership with the Library and Arts Service the Archives and Heritage Service attended the Staffordshire County Show, engaging with 573 visitors.
 - e. Walking tours of Eastgate Street have been delivered during October.
21. The team have developed learning sessions in partnership with local schools and Stafford College. Fifty-four teachers have participated in the teacher network. From April - June the Engagement and Access team engaged 611 students and teachers across co-production workshops and assemblies. These have been used to generate enthusiasm for the project, build relationships with the teacher network and test audience responses to the thematic content. Stafford College have provided excellent feedback from staff and students on the session they helped to create. Three young people spent a week with the Service on work experience. This tested a new model and their feedback will influence development of the offer for placements including improved communication with parents and schools.
22. A local history course for adult learners has been developed with the University of Keele. This is being piloted starting from 3rd October using an external venue and original collections. The first term runs to Christmas with a second term planned for the new year. Initial response was slow however providing more detailed course information has increased the attendees enabling the course to cover its costs.
23. The programme of touring exhibitions continues with 'A Case for the Ordinary' Asylums exhibition currently at the Ancient High House. The Rugeley Power Station and the Climate Change pop-up exhibitions continue to tour community venues throughout 2023-2024. Work has commenced on two new exhibitions: 'Beneath our Feet' about natural resources in Staffordshire and 'Knowing Your Onions' on food. Formal and informal learning resources are being developed to accompany the exhibitions and young people from the Tamworth Holiday and Activities Food programme responded to our collections selecting material to be included in the exhibition.
24. Part of the activity programme includes cataloguing of the William Salt Library collection to enable it to be more discoverable for research. This work is being led by one of our Collection Officers supported by the Project Cataloguer and volunteers. Together they have catalogued 4,857 out of the 12,000 items which is 40% of the target.
25. Work is progressing more slowly on the procurement of a new website for the Staffordshire History Centre. This work involves liaison with ICT, procurement and legal teams to ensure the specification is comprehensive, meets Staffordshire County Council's security

requirements and will deliver a new digital presence for the History Centre. The contract is intended to be advertised in 2023 with development of the new website before the History Centre opens. Digitisation of collections to widen access has continued with images from the McCann collection and Michael Fisher transparency collection digitised by volunteers. 4,000 photographs from the 1948 Staffordshire aerial survey will be digitised in 2023 and made available on Staffordshire Past Track in 2024.

Public Services during construction period

26. The Archive and Heritage Service is an accredited archive service and museum and is appointed as a Place of Deposit by its sector lead body, The National Archives. As such it is required to provide access to public records during the construction period, albeit with restrictions.
27. The Archive and Heritage Service provides access through its enquiry service, provision of copies from collections and limited research. It has developed a process for assessing requests for in-person visits to view material where they [meet the criteria for access](#). In person visits are provided once a week in a supervised room at Eastgate House.
28. Producing archive material from the strongrooms through the construction site has been challenging and requires advance notice, planning and assessment of the archives to ensure they can be transported safely. The process has been subject to risk assessment and checked by the Health and Safety team. The National Archives have used this model to share with other services with temporary closures in place.
29. The performance of the whole Service was reported to the Joint Archives Committee in August 2023 through the [Annual Report](#). A summary of the outturn for key performance indicators is given below. It demonstrates increasing online engagement and attendance to events. Volunteer hours, and their experience has remained consistent. The use of the remote services and compliments have also held up. Use of collections has decreased during the period of restricted access.

Annual Report 2022/23 - Performance Indicators



Finance

30. Four claims have been submitted to the National Lottery Heritage Fund. A summary of the finance is given below:

	2021/22	2022/23	2023/24 to date	Total to date
Expenditure	£101,400	£418,593	£1,463,922	£1,983,915
Financed By:				
Income	(£101,400)	(£418,593)	(£1,463,922)	(£1,983,915)

31. The total spend to date against the project is £1,983,915, this has been financed by a number of funding streams including Staffordshire County Council, National Lottery Heritage Fund and various other external sources that has been raised to contribute towards specific works within the project.

Project Evaluation

32. All projects funded by the National Lottery Heritage Fund are required to evaluate their progress covering both capital work and activities. This enables projects to identify best practice and lessons learnt and implement them during delivery.

33. The Audience Agency were appointed in June 2023 to evaluate the History Centre project. The initial report focuses on the first six months of the construction work. The Audience Agency conducted surveys and

interviews with key staff from the Archives and Heritage Service, Staffordshire County Council Property Services, Procurement, trustees from the William Salt Library Trust, design team, main contractor and sub-contractors.

34. Key findings from the report are summarised in Appendix 1. Overall the report demonstrates the project is well managed with strong communication between partners and contractors.

Programme and timescales

35. The project is currently on programme for the new extensions and refurbishment of the old Record Office. Work on the listed building was delayed whilst awaiting approval of listed building consent and is behind schedule. However overall the project remains on programme.

36. The estimated completion date for construction is summer 2024 and following fit out the planned opening date is autumn 2024.

Link to Strategic Plan

37. The Staffordshire History Centre project directly links to the following strategic priority: 2 Live in sustainable and thriving communities.

Link to Other Overview and Scrutiny Activity

38. No Links identified.

Community Impact

39. Refer to CIA guidance on the [Learning Hub](#)

List of Background Documents/Appendices:

Appendix 1 - Staffordshire History Centre Evaluation Report key findings.

Community Impact Assessment

Contact Details

Assistant Director: Catherine Mann, Interim Assistant Director for Culture, Rural and Safer Communities.

Report Author: Joanna Terry
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Appendix 1: Key findings from Evaluation Report on the capital works

1. The aims of this report were:

- To identify learning in project stages: design, procurement, build, and communications.
- To evidence what skills have been developed.
- To identify recommendations from the initial phase of programme delivery which could improve future capital programmes in Staffordshire and those in receipt of NLHF grant funding.

2. The key findings were:

- The dynamic cross team communication and range of skills ensures the project runs effectively and efficiently. Communication between the partners, service teams, contractors and Project Board is collaborative and relatively non-hierarchical making it very effective. The team shares the same goal and is committed to its success.
- Involving the team who will be using/working in the building with contractors and suppliers will ensure specifications are more accurate and there are likely to be fewer revisions of plans keeping the project on track.
- Sharing detailed information with the operational team will enable them to pre-empt issues and mitigate risks.
- Moving some of the collections to temporary storage and the moving the team base has meant there is a physical impact on staff to access collections. Whilst this cannot always be mitigated ensuring safe working practices and making adjustments will ensure the team are better able to cope with the physical demands of their role during the project.
- Supporting staff through the process of change that the project will bring is important. Appreciating this and providing more opportunities for engagement and feedback will enable staff to adapt and prepare for reopening.
- An effective project board and leadership has contributed to project success to date and a good relationship with the National Lottery Heritage Fund.
- Ensuring resourcing is in place with specialist expertise. This sometimes led to delays appointing contractors.
- There has been extensive skills development across the team from designers, contractors, subcontractors and the History Centre team. There is likely to be a significant legacy emerging from the project.
- Managing risks to the collection which remains on site has been challenging and more could have been done to explore this with other services to understand them better. However few archive projects have such extensive extension and remodelling as the History Centre project.

- Recording the knowledge and history of the William Salt Library building and the background to decision making will be important for future trustees and visitors to the Library.
- Skills in procuring good value contracts and effective budget planning have been learnt by the History Centre team. The process was complex but robust and fair and complied with local authority and NLHF requirements.
- Planning for works out of scope of the main contract could have been identified earlier to make delivery easier for the main contractor and reduced potential for delays.
- The team are already planning for the site handover and opening. It was recommended that adequate time for this period and collaboration with the frontline team to create systems and process is included.

Community Impact Assessment

Staffordshire History Centre

Author: Joanna Terry, Head of Archives and
Heritage

Date: 20 October 2023

➤ **Equality Assessment**

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
<p>Age - older and younger people</p>	<p>Activity plan identifies younger people as a target audience. Includes activities for older people and volunteer opportunities to support well-being</p>	<p>Ensuring current users are not alienated as service model changes.</p>	<p>Current users are key stakeholders as new service model is implemented. Continue to engage with and consult with different age groups. Monitor and evaluate project during the delivery phase.</p>
<p>Disability - people who are living with different conditions and disabilities, such as: mental illnesses, long term conditions, Autism and other neurodiverse conditions, learning disabilities, sensory impairment and physical disabilities.</p>	<p>Development of the SHC will include improved physical access. The project Activity Plan will include community venues across the county such as libraries. Online access will provide an alternative offer for some collections and users.</p> <p>Access Strategy for the project will cover both physical and intellectual access to services, events and collections.</p>	<p>Not all collections will be digitised. Access for visitors will be proportionate to use of service or collection. Cost implications in meeting all demands.</p>	<p>Ensure onsite, online and remote access are provided through the project. Ensure programme of activity can be tailored to be accessible in a variety of ways to meet sensory, neurodiverse, learning disabilities, and physical disabilities as identified in the Access Strategy. Implement recommendations from project Access Strategy.</p> <p>Critical friends group established and contact with specific groups to seek feedback on access.</p>
<p>Gender reassignment - those people in the process of transitioning from one sex to another</p>	<p>Activity plan to target non-users of the service</p>	<p>Lack of awareness of service.</p>	<p>Implement Marketing Strategy for the project. Engage with town centre partnership and Enjoy Staffordshire,</p>

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
			<p>We Are Staffordshire and other partners for reciprocal marketing. Engage with specific groups to seek feedback.</p> <p>Evaluate response during project and adapt strategy.</p>
<p>Marriage & Civil Partnership - people who are married or in a civil partnership should not be treated differently at work</p>	None identified.	None identified.	None identified.
<p>Pregnancy & Maternity - women who are pregnant or who have recently had a baby, including breast feeding mothers</p>	Proposals for new centre include facilities and activities for families	Lack of awareness of service	Marketing plan for the project as above.
<p>Race - people defined by their race, colour, and nationality (including citizenship) ethnic or national origins</p>	The SHC project is targeting new audiences including different ethnic minorities	<p>Ensuring the project is promoted widely to attract groups from different communities.</p> <p>Ensuring the project delivers diversification of collections</p>	<p>Activity Plan outlines target audiences and include consultation with different groups.</p> <p>Targeted projects developed to engage with diverse communities.</p> <p>Conservation Management Plan includes diversification of collections.</p>
<p>Religion or Belief - people with any religious or philosophical belief, including a lack of belief. A belief should affect a person's life choices or the way they live for it to be considered</p>	Activity plan to target non-users of the service.	<p>Lack of awareness of service/</p> <p>Ensuring the project delivers diversification of collections.</p>	<p>Implement Marketing Strategy for the project.</p> <p>Engage with town centre partnership and Enjoy Staffordshire, We Are Staffordshire and other partners for reciprocal marketing.</p> <p>Evaluate response during project and adapt strategy.</p>

Protected Characteristics	Benefits	Risks	Mitigations / Recommendations
Sex - men or women	Service will continue to attract users of both genders.	Ensuring service remains accessible to both genders	Monitor gender profile through user surveys.
Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	Activity plan to target non-users of the service.	Lack of awareness of service. Ensuring the project delivers diversification of collections.	Marketing plan for the project as above. Targeted projects to engage diverse communities.

Who will be affected – consider the following protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation	Benefits	Risks	Mitigations / Recommendations
<p>Current staff and volunteers are impacted by the project. The staffing profile is predominantly female and most staff are older. In May 2021 a new staffing structure was implemented reorganising the service into three teams to deliver the History Centre. Some staff have a disability. Information on race, religion, and sexual orientation is not collected.</p>	<p>Four project posts have been created on a fixed term contract of just over three years. The staff team have been involved in developing the project and shaping the temporary service offer during the temporary closure for construction of the new centre.</p>	<p>Staff team have moved from their usual base to a temporary base located nearby. Staff have had to adapt to change of service delivery and will need to adapt to further changes ahead.</p> <p>Restricted access to collections continues to be delivered with staff producing items from the site during construction.</p>	<p>Staff have been involved in the development of the project. Regular team meetings and 1-1s are in place to ensure they are supported through the changes the project will deliver.</p> <p>Reviewed risk assessments for temporary base for staff.</p> <p>Ensure all staff receive relevant training.</p> <p>Robust process for access to collections from site.</p>

➤ **Health and Care Assessment**

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>The History Centre Activity Plan is organised around target audiences. Key strands of activity include:</p> <ul style="list-style-type: none"> Working with volunteers which will improve their wellbeing both older and young people are being targeted Targeted projects to support people living with dementia 	<p>Range of volunteer opportunities available to promote wellbeing. Life long learning courses available at the centre.</p> <p>Improved physical access to buildings with new building and redevelopment of site. Access Strategy will cover physical access. Review and update risk assessments.</p> <p>Volunteer opportunities to promote social wellbeing and independence. Targeted activities for older people.</p> <p>More activities offered via project. Project staff to support delivery must complete pre-employment checks.</p>	<p>Promoting the offer.</p> <p>Lack of awareness.</p> <p>Access cannot be improved in listed building.</p> <p>Insufficient budget for activities</p>	<p>Marketing plan for the project. Promote volunteer opportunities via voluntary sector agencies.</p> <p>Prioritise resources to promote greater access. Implement Access Strategy and monitor risk assessments.</p>

➤ **Communities Assessment**

Key consideration	Benefits	Risks	Mitigations / Recommendations
<p>Communities across the county will be targeted by the project with service delivery especially in Stafford and Lichfield.</p> <p>Schools and young people will be engaged through the learning programme.</p> <p>Residents and visitors to the county will be attracted to the History Centre</p> <p>Current and new volunteers targeted</p> <p>Families engaged especially during school holidays</p> <p>Rural remote users engaged</p>	<p>Countywide activity programme including touring exhibitions and offsite events will increase opportunities to work with communities. New online offer to reach and engage with communities. Targeted projects for rural communities.</p> <p>New learning programme will be developed. Links with local universities will be strengthened to encourage students to use facilities, encourage and support work placements, offer volunteer opportunities for young people.</p> <p>History Centre will offer new cultural facility for</p>	<p>Not all communities can easily access facilities in Stafford. Transport costs.</p> <p>Poor take up by schools and young people, lack of awareness of offer.</p> <p>Lack of awareness of facilities and poor take-up.</p> <p>Volunteers not aware of opportunities, costs of and finding parking are barriers to access opportunities.</p> <p>Lack of awareness of facilities and poor take up, lack of engagement from rural communities.</p>	<p>Ensure activity plan and online services are developed and promoted, influence parking provision near to the Centre. Include stakeholders and communities in development of new facilities and activity plan. Implement and embed targeted projects. Monitor and evaluate throughout project.</p> <p>Develop programme in consultation with schools and young people. Some activities have been piloted. Promote new offer with strong marketing plan. Develop offer to deliver in schools.</p> <p>New Marketing Plan and budget to promote across the county, work with partners to implement reciprocal marketing. Monitor and review during project.</p> <p>Promote volunteer opportunities through voluntary sector. Ensure project includes expenses and</p>

Key consideration	Benefits	Risks	Mitigations / Recommendations
	<p>the county with wide range of events and activities for people to enjoy. Programme will be countywide.</p> <p>There will be a wider range of volunteer opportunities and new facilities to support volunteer activities. Project staff will support volunteers.</p> <p>Families are a target audience for the project with new activities and facilities planned to attract them.</p> <p>The project will offer a countywide programme and potentially include a project to target migrant workers in rural communities.</p>	<p>Inflationary impacts on cost of living for families.</p>	<p>training for volunteers. Influence planners around parking facilities.</p> <p>Promote new facilities through strong marketing plan. Evaluate project throughout and adapt in response.</p> <p>Develop programme in consultation with rural communities. Pilot activities. Promote new offer with strong marketing plan. Promote digital services and new website.</p> <p>Promote low cost or free activities for families utilising the library network.</p>

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Key consideration	Benefits	Risks	Mitigations / Recommendations
<p>Residents and visitors to the county will be attracted to visit the History Centre and promote Staffordshire as a destination.</p> <p>The project will help stimulate high street recovery in Stafford town centre and form part of the Eastgate Quarter development.</p> <p>New jobs will be created through the construction contract and four project posts.</p>	<p>New visitor attraction created, business start-up space available.</p> <p>Activities designed to target low/ non-user groups including those from lower income groups.</p> <p>New opportunities for staff. Consultancy work, design team, construction, and sub contractors opportunities.</p>	<p>Lack of awareness of offer and take up of new business space.</p> <p>Four project posts only funded for three years, requiring funding plan to continue activities.</p>	<p>Ensure Business Plan includes robust research and analysis to test new model. Use partner organisations to promote new offer and social media.</p> <p>Marketing plan for the project.</p> <p>Promote contracts to potential suppliers.</p> <p>Regular staff briefings, training plan, promotion of opportunities for staff within the project.</p>

➤ Climate Change Assessment

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>The construction of the History Centre re-purposes two buildings: the 1960s Staffordshire Record Office and grade II* listed William Salt Library. New build elements</p>	<p>New strongrooms will be built using passive methods to reduce reliance on air</p>	<p>New building fails to meet passive standards.</p>	<p>Ensure testing and modelling of designs at early stage, use tried and tested solutions.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
<p>incorporate new technologies to reduce climate change impact.</p>	<p>conditioning and impact on the environment.</p> <p>The new extension link will include a green roof to contribute to carbon sequestration. The benefits of green roofs start to accrue after seven years due to the cost of creating the roof. It is estimated that the sedum roof would capture 353.3kg of carbon by 2050. In addition it would help reduce energy consumption, provide some benefits to biodiversity and absorption of other urban pollutants.</p> <p>The SHC will use high efficiency LED lighting throughout all of the archives which provides a higher lumens per watt output than a fluorescent lamp solution, thereby requiring less power for</p>	<p>Green roof is too expensive, carbon capture cannot be confirmed.</p> <p>PIRs do not fit working patterns in the strongroom or other areas leaving areas dark.</p>	<p>Use ecology report with baseline to monitor impact. Work with sustainability team to calculate carbon capture.</p> <p>Ensure PIRs are checked and set appropriate for working patterns.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
	<p>the same lighting output. PIR presence sensors will be used to automatically switch off when no presence is detected.</p> <p>The Staffordshire History Centre grounds will feature external green urban spaces, including a green walkway linking North Walls with Eastgate Street and a small garden area. The location of the centre means the green walkway has the potential to act as a partial wildlife corridor between the marshes, River Sow and town park. Green urban spaces have shown to mitigate against air pollution, rising</p>	<p>Insufficient funding to deliver landscaping effectively. Maintenance of external green spaces to ensure they meet species requirements.</p>	<p>UK Shared Prosperity Funding with Stafford BC covers the costs of this work. Partnership between developed with Victoria Park and National Trust at Shugborough to work volunteers around maintenance of the garden.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
	temperatures and flooding events in addition to improving wellbeing for residents.		

➤ **Environment Assessment**

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Key considerations	Benefits	Risks	Mitigations / Recommendations
The History Centre extends an existing site in Stafford town centre. It benefits from transport links in the town whilst also providing online access for those unable to travel to the Centre.	<p>Project will deliver more services online and will close some sites.</p> <p>Stafford is accessible by bus and rail. Project will deliver activity plan with events and exhibitions provided at community venues and use digital services.</p> <p>The project will also support a reduction in car use. Having all of the archive collections on</p>	<p>Not all users of the building will recycle waste correctly.</p> <p>People may be unable to travel from remote and rural areas of the county.</p> <p>Staff still use cars to get to work.</p>	<p>Promote recycling on the site, staff training.</p> <p>Promote community-based activities delivered through the project.</p> <p>Promote online offer of the project.</p>

Key considerations	Benefits	Risks	Mitigations / Recommendations
	<p>one site will reduce the need to move material from the outstore at Beacon Business Park on an average of two visits per week. The Centre benefits from transport links into Stafford town centre and also has car parks nearby as well as a bus stand immediately opposite to the site.</p>		<p>Promote use of public transport or active travel.</p>

Prosperous Overview and Scrutiny Committee - Wednesday 22 November 2023

Staffordshire Libraries and Arts Service Performance 2022-2023

Recommendations

I recommend that the Committee:

- a. Notes the performance of the Libraries and Arts Service to support the delivery of Staffordshire County Council outcomes.
- b. Notes the refurbishment of library building projects and provides comment.
- c. Provides comment on the overall direction of travel for the Libraries and Arts Service.

Local Member Interest:

All members

Report of Councillor Victoria Wilson Cabinet Member for Communities and Culture

Summary

What is the Overview and Scrutiny Committee being asked to do and why?

1. Between April 2022- March 2023 the Libraries and Arts Service focussed on recovering the physical service offer after a period of reduced service provision due to the pandemic.
2. During the pandemic the Libraries and Arts Service developed an innovative and engaging virtual offer attracting new audiences. During recovery it became increasingly important that the physical library offer evolved alongside the virtual library offer to ensure a service that is relevant to a wider range of Staffordshire residents.
3. Library Officers work innovatively and creatively and in partnership with organisations and other County Council services to invigorate the library offer and support Staffordshire County Council's vision to deliver an innovative, ambitious, and sustainable county where everyone has the opportunity to prosper, be healthy and happy.

4. Library Officers are working with colleagues in Strategic Property to improve library buildings and through engagement with Staffordshire residents are working to refurbish and refresh libraries to reflect community need where funding allows.
5. The Committee are asked to note developments to the service and are invited to comment on the direction of travel for the Libraries and Arts Service.

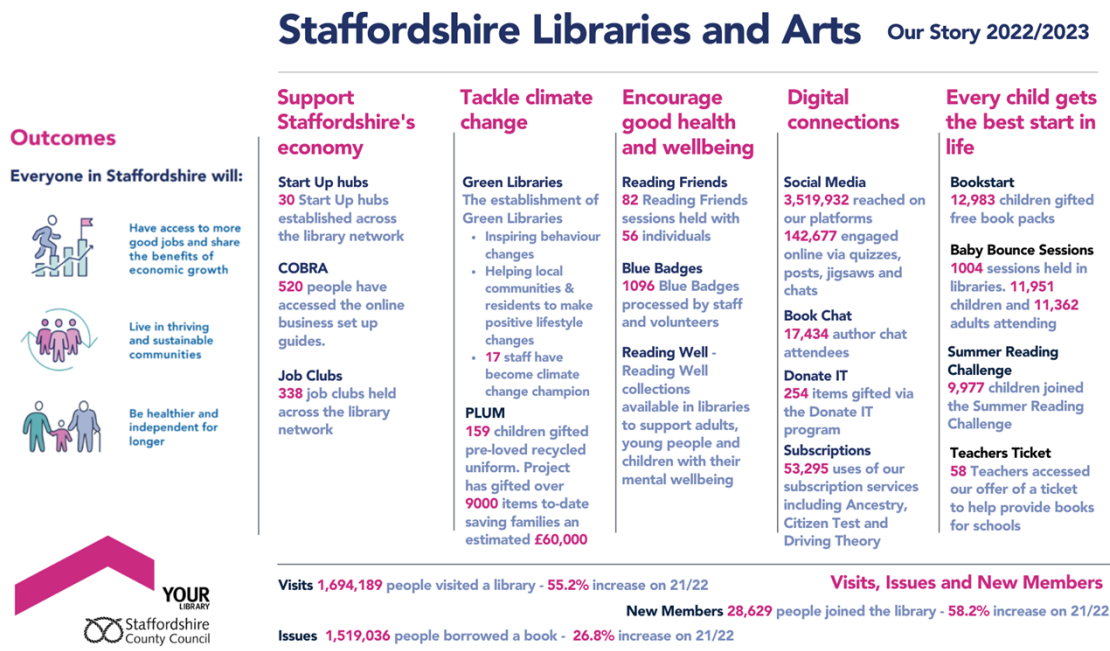
Report

Section 1 - Background

6. The Public Libraries and Museums Act 1964 gives the County Council a statutory duty to provide “a comprehensive and efficient library service”. The Council is also required to ensure that facilities are available for the borrowing of or reference to books, other printed materials, recorded music and films, or sufficient number, range and quality to meet the requirements of adults and children. The Council must also encourage adults and children to make full use of library services and lend books and other printed materials free of charge to those who live, work or study in the area.
7. However, in Staffordshire our libraries are much more than a facility solely for books. They sit at the heart of our communities, providing a front door to the County Council. Connecting communities, opportunities... etc.
8. As part of Staffordshire County Council’s statutory network there are 43 Libraries and 2 Mobile Libraries. 27 of the 43 libraries are managed by partners within the community. The Prison Library Service is externally funded.
9. Within Staffordshire the Library Service helps to connect communities, improve health and wellbeing, facilitate digital inclusion and promotes equality through learning, literacy and cultural activity. This is achieved through the delivery of four national Universal Library Offers: Health and Wellbeing; Reading; Culture and Creativity; Information and Digital. These are underpinned by two national Library Promises, the Children’s Promise and the Print and Vision Impaired People’s Promise. The Offers and Promises support Staffordshire Libraries and Arts Service to deliver Staffordshire County Council’s outcomes.

Section 2 - Performance

10. Post pandemic, library performance has improved. The following infographic shows the increases in visits, book issues, and new members and highlights statistics from the key areas of work that support County Council outcomes.



Section 3 - Key Workstreams Supporting County Council Outcomes

Supporting Economic Growth

11. Our libraries are often the only publicly accessible building on the High Street and within communities. Staffordshire's libraries are the 'front door' of the County Council. Other County Council services access Staffordshire residents through 'drop-ins' in libraries, promotional material distributed from physical and mobile library buildings, news articles in the Staffordshire Libraries and Arts e-newsletter and through library social media. The Digital Infrastructure Team in Economy, Infrastructure and Skills Directorate are currently engaging with Staffordshire residents about the national analogue switch-off through libraries. Libraries are a community anchor and support regeneration by not only giving people a reason to visit town and village centres but by providing opportunities to learn new skills and find out information.

12. In 2021 Staffordshire Libraries and Arts Service received a grant of £64,000 to establish Start-up Information Hubs in libraries in partnership with Business Enterprise Support over a 2-year period. This is an information awareness service for those who are unemployed,

economically inactive, or who have been affected economically by the pandemic. This service provides information and signposting for those investigating self-employment as an employment option. The County Council's Business Enterprise Team distribute information about business loans and other support through the Start-Up Information Hubs.

13. In July Barclays Bank signed a contract with the library service to hire a room at Wombourne Library and Community Centre, initially for 12 months, to provide advice to customers. The bank has reported that the advice sessions are very popular, and this saves people having to travel into Wolverhampton for their nearest branch.
14. Recently published research by economists at the University of Eastern England revealed that England's public libraries generate a value of at least £3.4 billion per year and a branch library typically provides £1 million in value annually. Using Chartered Institute of Public Finance and Accountancy spending data for the year 2021/22, this represents a return on investment of at least six times cost. [England's public libraries generate value every year \(uea.ac.uk\)](http://uea.ac.uk)

Tacking Climate Change

15. Public libraries are the hubs of sustainability. Re-using and recycling books and providing information to communities to underpin their own climate action is at the core of the public libraries' green agenda.
16. Funded by Arts Council England the Green Libraries Partnership works in collaboration with the British Library, Libraries Connected (an organisation supporting public libraries) and Julie's Bicycle (a not-for-profit organisation mobilising the arts and culture to take action on the climate and ecological crisis). Through the Green Libraries Partnership Staffordshire Libraries and Arts service secured in 2022 £2,500 to support theme 5 of the County Council's Climate Change Action Plan, Changing Behaviours. This has resulted in an annual Staffordshire Green Libraries month in May. 92 activities were held in libraries across the county, and these ranged from green themed reading groups and green themed story times to making bird feeders, plant and seed sales and an eco-crochet session. One adult commented that the event they had attended was, "very informative. I will need to change some things I do at home." A parent commented that they thought that the family event they had attended "would help their children to develop a love of nature."
17. A partnership with County Council teams in Highways and Sustainability and Amey has resulted in 4 of the mobile library/transport vehicles using HVO fuel. This will effectively reduce library emissions by up to 90%.

18. Since 2021 Cannock Library has been working with the Salvation Army to support local families with recycling school uniforms. In 2022 this work extended to Stafford Library and both Cannock and Stafford Libraries are 'drop-off' points for families to donate unwanted school uniforms. Uniforms are sorted, washed, and ironed and given to families at Pre-Loved Uniform Markets. Since 2021 over 9,000 items have been gifted saving families an estimated value of £60,000.

Good Health and Wellbeing

19. Staffordshire's libraries promote healthy living and provide self-management support. They are welcoming, warm spaces providing information and signposting. They offer a range of creative and social activities which engage and connect individuals and communities, combat loneliness and improve wellbeing. This helps to reduce health, social and economic inequalities.
20. Staffordshire Libraries and Arts Service was one of 8 library services in the Country to receive funding (£9,999) from NHS Knowledge and Library Services to pilot work with Staffordshire residents on improving health literacy. Providing reliable easy-to-understand health information in accessible formats for patients and communities can help people make better decisions about their health and take an active part in planning their own care. Being equipped with greater knowledge can also have a huge impact on how people respond to treatment, recover from illness, and manage a long-term condition. Be Your Health has been designed by Library Development Officers in Burton and Newcastle to explore how young people access health information and to identify what information they require. Working with young people from The Voice project a toolkit of resources has been created and this will be launched in October to coincide with Mental Health Day. Staffordshire is the only project focussing on young people and the toolkit will be shared with public, health and school libraries nationally. The Library Service is also launching a Young Health Advocate volunteer role to support in sharing health information with peers and signposting.
21. As part of the work to develop the health literacy workstream in the national Universal Health and Wellbeing Library Offer 9 Health Ambassadors from library services across the country have been trained to deliver Health Literacy to frontline library staff, including one of our Library Development Officers.
22. Staffordshire Public Health have commissioned an external consultant to work with Staffordshire Libraries and Arts Service to support the library service to enable Staffordshire residents to become more health literate. Nationally this work is of interest to the professional body, the Chartered

Institute of Library and Information Professionals as they develop training and resources for library staff of the future.

23. Men in Sheds is a partnership project with The Friends of Perton Library who successfully applied for £500 grant funding from Support Staffordshire to establish a Men in Sheds social group. This will provide an opportunity for men to socialise with each other at Perton Library, connect with their local community and will foster a sense of wellbeing in participants. The group will meet in mid-October for a 4-week funded woodwork course with Forest of Mercia. Any remaining budget will be used to support the group with tools/materials, and the group plan to ask for donations of tools.
24. Working with Staffordshire County Council Environment and Countryside Team the Libraries and Arts Service is 1 of 6 library services in the country to receive funding (£3,000) from Natural England for a Culture Nature Project. "Growing Connections" aims to increase community engagement with library gardens at Biddulph and Perton Libraries. A community-led programme of cultural activity that explores the potential use and benefits of both library gardens in bringing people together, improving connections to local green spaces and enhancing individual health and wellbeing. This project will empower residents to take ownership of their local environment, gain a deeper understanding of the importance of nature recovery and reduce climate anxiety by taking action.
25. Werrington Community Managed Library have developed their health offer to support the ageing community by securing funding for therapy lodges situated at the back of the library. These host a wide range of drop-ins and surgeries by health professionals. Two of their volunteers were awarded the national Library Health and Wellbeing Award this year, helping to raise the profile of Staffordshire Libraries and Arts Service across the country.

Digital Connections

26. When library buildings closed during Lockdown Staffordshire Libraries and Arts Service quickly developed an online offer to help people stay connected to their community. As the physical offer has been recovered the Library Service has worked to create a hybrid offer and continues to engage new audiences through the digital offer.
27. We want to ensure our communities, library users, staff and volunteers have the best experience from the Staffordshire Libraries and Arts offer. The Library Service is working with the Digital Team to reshape the existing Libraries and Arts webpages and create a new dedicated library

service website with a single digital presence and one destination URL. Digital technology will enable the service to connect further with customers and Staffordshire residents, with a website that goes beyond the transactional to become an engaging digital space for all. The new website will include a 360-degree immersive tour of all static and mobile libraries to support our special educational needs offer. There will be instructional and informative videos that outline the library offer, and an engaging children's offer.

28. In early 2023 the Library Service launched the new library app. This provides instant access whilst 'on the go' to customer accounts, the library catalogue, information on nearest libraries, 'what's on' at your library, the ability to request books and renew books and the ability to connect to library social media – You Tube videos, Facebook, X (formerly Twitter) and Instagram accounts.
29. The Libraries and Arts Service continues to provide an extensive collection of e-books and e-audio books through the Borrowbox app and a wide range of e-magazines and e-comics through the Libby app. Online subscriptions to resources such as Driving Theory, Citizen Test, and COBRA support the development of thriving communities.
30. Library Service staff and volunteer IT Buddies help library users to access and navigate the internet. The Library Service works closely with Staffordshire County Council Adult Learning and Skills team who commission tutors to deliver short courses to help residents develop their digital skills. One library user commented, "I find the staff are knowledgeable and helpful, endlessly patient in unravelling the mysteries of using a computer and helping me to print out information."

Best Start

31. Libraries have resumed their Baby Rhyme Time sessions and during 2022/23 1,004 sessions were held. These weekly free activities support the development of early speech, language and communication skills in babies and toddlers and provide an opportunity for parents and carers to meet others and make new friends, thus combating feelings of loneliness and isolation that new parents can often experience. Parents told library staff that they had missed attending these at the library during lockdown.
32. The national Summer Reading Challenge during 2022 was nearly at pre-COVID levels with 9,977 children participating and libraries supported this reader development initiative with a range of activities to encourage children to socialise with each other and discover reading for pleasure. The Local Government Association published a best practice case study on how the Library Service is using the Summer Reading Challenge to

support early literacy, speech, language and communication skills in Staffordshire children, www.local.gov.uk/case-studies/staffordshire-county-council-supporting-covid-developmental-recovery-pre-school

33. In 2022 the new Teacher’s Ticket was introduced to support school staff with teaching and learning in the classroom. 58 teachers have accessed this service and promotion of this new service continues when the Development Team of library officers work with schools and provide class visits to the library.

Section 4 – Buildings

34. Burton Library

A successful submission to Arts Council England for Libraries Improvement Fund Round 2 provides funding to refresh the library offer at Burton Library. The focus is on widening audience reach and improving the ground floor of the library to create a multi-purpose space that will include a maker space, sensory areas and an improved audience area for events.

35. The Nicholson Institute, Leek Library

Staffordshire Moorlands District Council successful application to the Government’s Levelling Up Fund Programme to invest in the Nicholson Institute will see a refresh of Leek Library to create a more flexible space and deliver an offer that compliments the Foxlowe Arts Centre. Engagement with community groups, partners and stakeholders will form an integral part of this project to ensure local needs are reflected.

36. Tamworth Library

In June 2023 Tamworth Library re-opened after a reconfiguration and refurbishment of the library to accommodate Staffordshire County Council’s Adult and Social Care Teams. The library offer is available from the ground floor and the first floor of the library and provides a more open and flexible space with a contemporary feel. The children’s area includes sensory equipment in response to the growing need for community support for families with SEND. In the first month after opening a significant increase in use could be seen in comparison to the same month in July 2022.

July 2023 (in comparison with July 2022)	Visits +36.1%	Issues +15.6%	New Members +9.4%
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37. Wombourne Library

An application to Arts Council England for Libraries Improvement Fund Round 3 has been submitted. If successful this funding will enable the

reconfiguration and refurbishment of Wombourne Library to create a more flexible space to allow for groups to meet, activities and events; improved digital access; a more engaging children's area with sensory provision to support community need.

Section 5 - Next Steps

38. Baroness Elizabeth Sanderson of Welton has been appointed by the Government to help develop a new strategy for public libraries. The strategy will focus on new ideas to improve library service provision and will help to formulate innovative new policy ideas. The strategy is due to be published in Autumn 2023 and will shape future public library service delivery.
39. Staffordshire Libraries and Arts Service will continue to work with partners to sign-post to support and provide information and resources to improve digital connectivity, good health and wellbeing and build thriving communities and economies. The service will be the 'front door' for County Council services.
40. The library service will continue to develop the library offer based around the Universal Library Offers and Promises in section 1 and will continue to deliver a service to support Staffordshire County Council priorities.
41. The library service will continue to seek opportunities to improve library buildings and engage with local communities to ensure libraries meet the needs of local communities.

Link to Strategic Plan

42. That everyone in Staffordshire will:
 - a. Have access to more good jobs and share the benefits of economic growth.
 - b. Live in thriving and sustainable communities.
 - c. Be healthier and independent for longer.

Link to Other Overview and Scrutiny Activity

43. Previous committee papers: Staffordshire Library Service 2020-2025, 17 January 2020 [Committee Report \(staffordshire.gov.uk\)](https://www.staffordshire.gov.uk)

Community Impact

N/A

List of Background Documents/Appendices

N/A

Contact Details

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Work Programme

Prosperous Overview and Scrutiny Committee – 2023/2024

This document sets out the work programme for Prosperous Overview and Scrutiny Committee for 2023/2024.

Prosperous Overview and Scrutiny Committee are responsible for scrutiny of highways infrastructure and connectivity, flood and water management, education, learning and skills. As such, the statutory education co-optees will sit on this committee. The Work Programme is linked to the Vision, Outcomes and Priorities detailed in the Council's Strategic Plan 2022-26.

We review our Work Programme at every meeting. Sometimes we change it - if something important comes up during the year that we think we should investigate as a priority. Our work results in recommendations for the County Council and other organisations about how what they do can be improved, for the benefit of the people and communities of Staffordshire.

Councillor Tina Clements

Chairman of Prosperous Overview and Scrutiny Committee

If you would like to know more about our Work Programme or how to raise issues for potential inclusion on a Work Programme, then please contact Jonathan Lindop, Scrutiny and Support Officer (jonathan.lindop@staffordshire.gov.uk).

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Friday 2 June 2023 at 10.00 am (Informal meeting)	Work Programme Planning	Annual consideration of potential areas of scrutiny focus during 2023/24. Resolved to be considered at informal meeting at 27 April Committee meeting.	
Wednesday 7 June 2023 at 10.00 am	1. Work Programme Planning	Annual consideration of potential areas of scrutiny focus during 2023/24.	
	2. Residential Overnight Education Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Paris Wood	Requested by Cabinet Member 17 March 2023 (email from Paris Wood) Programmed at 22 March 2023 Committee meeting. Postponed to July at 27 April Committee meeting.	
	3. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at 26 May 2022 Committee meeting. Scheduled at request of Chairman at 2 November 2022 Triangulation meeting. Previous update given 22 March 2023.	(a) That the oral report and presentation be received and noted. (b) That satisfactory progress had been made in the Highways Transformation Programme to date. (c) That the Cabinet Member be urged to have regard to the above-mentioned comments in his work to implement the new future delivery model for Staffordshire Highways. (d) That Highways Functional Service Level Commissioning be added to their Work Programme for the meeting on 6 July 2023.
	4. Economic Recovery, Renewal	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee	(a) That the report be received and noted. (b) That the good progress made towards delivery of the County

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 45	and Transformation six-monthly Progress Report Cabinet Member: Philip White Lead Officers: Darryl Evers/Anthony Hodge	meetings). Previous update given at 22 September 2022 Committee meeting.	Council's Economic Strategy 2023-2030, be welcomed. (c) That further updates on the various ambitions set out in the Strategy and targets in the accompanying Delivery Plan be brought to the Committee at six-monthly intervals. (d) That the Deputy Leader and Cabinet Member for Economy and Skills arrange for Members to receive an update on the development of the West Midlands Rail Freight Interchange. (e) That the Deputy Leader investigate the potential of promoting some of the initiatives available in support of the Economic Strategy, as set out in the report, through Staffordshire Schools.
	5. Digital Infrastructure – Update Cabinet Member: Simon Tagg Lead Officers: Darryl Evers/Clive Thomson	Proposed by Cabinet Member at 12 May 2022 Triangulation meeting. Considered at 10 November 2022 Committee meeting and six-monthly update requested.	(a) That the report and PowerPoint presentation be received and noted. (b) That the County Council's approach to deploying the Digital Infrastructure Strategic Framework continue to be supported. (c) That a further update be brought to the Committee in six-months time.
	6. Traffic and Network Management Plan Cabinet Member: David Williams	Requested by Cabinet Member 3 March 2023 (email from Hayley Fletcher) Programmed at 22 March 2023 Committee meeting. Postponed to June at 27 April Committee meeting. Further postponement requested by	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Lead Officers: James Bailey/Hayley Fletcher	Cabinet Member 3 May 2023 (email from Hayley Fletcher/Business Support).	
Thurs 6 July 2023 at 10.00 am	1. Residential Overnight Education Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Paris Wood	Requested by Cabinet Member 17 March 2023 (email from Paris Wood). Programmed at 22 March 2023 Committee meeting. Postponed to July at 27 April Committee meeting. Removal requested by Cabinet Member 30 May 2023 (email from Paris Wood) pending clarification from Senior Leadership Team.	
Page 46	2. Traffic and Network Management Plan Cabinet Member: David Williams Lead Officers: James Bailey/Hayley Fletcher	Requested by Cabinet Member 3 March 2023 (email from Hayley Fletcher) Programmed at 22 March 2023 Committee meeting. Postponed to June 2023 at 27 April Committee meeting. Further postponements requested by Cabinet Member 3 May and 11 May 2023 (emails from Hayley Fletcher/Business Support).	
	3. Staffordshire Bus Strategy Cabinet Member: David Williams Lead Officers: Darryl Eyers/Richard Rea	Requested by Cabinet Member 12 May 2023 (Teams message from Richard Rea).	(a) That the report be received and noted. (b) That the proposed Enhanced Partnership (EP) and full review of the previously agreed Bus Service Improvement Plan (BSIP) be welcomed having regard to the likely availability of future Government funding for public transport.

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 47			<p>(c) That the Cabinet Member consider revised ambitions for the new BSIP aimed at ensuring both rural and urban areas in the County are better served by public transport having regard to the feedback received from Government following the previously unsuccessful bid and County Council's Strategic Priorities.</p> <p>(d) In establishing an EP, the Cabinet Member prioritise Partnership working and communication with 'Local' Members particularly in respect of future significant service reconfigurations.</p>
	<p>4. Functional Level Service Commissioning Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey</p>	<p>Requested at 7 June 2023 Committee meeting.</p>	<p>(a) That the report be received and noted.</p> <p>(b) That the proposed new approach to the development of Functional Specifications for the delivery of highway works including the 'Main Headings' set out in the presentation, be welcomed.</p> <p>(c) That the Committee's concerns regarding the need for improved communication (especially with 'Local' Members'), responsiveness of third-party contractors to service requests, performance monitoring and enforcement, partnership working with other Public Sector organisations and actions to improve consistency, sustainability and tackle climate change be addressed in future revised</p>

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
			<p>Specifications across the range of Highway Works, as necessary.</p> <p>(d) That the Committee welcome the opportunity to input into the annual development of revised Functional Level Service Plans and Specifications and that further consideration be given as to what this should involve, at the appropriate time, having regard to their other Work Programme priorities.</p>
Page 48	<p>5. Strategy for Special Provision Cabinet Member: Jonathan Price Lead Officers: Tim Moss/Halit Hulusi/Karen Withington</p>	<p>Requested by Cabinet Member 6 June 2023 (email from Karan Withington).</p>	<p>(a) That the report be received and noted.</p> <p>(b) That the actions set out in Staffordshire's Special Education Needs and Disabilities Accelerated Progress Plan particularly in respect of Special Provision continue to be endorsed.</p> <p>(c) That the positive feedback received from the Department for Education following their twelve month review of progress against the APP be welcomed and that the 'next steps' and further actions required by the next review be implemented as necessary.</p> <p>(d) That the County Council's proposed Strategy for Special Provision be endorsed.</p> <p>(e) That the Cabinet Member continue his efforts to improve the processing of applications for statutory Educational Health and Care Plans so that pupils with Special Education Needs and</p>

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Thurs 28 September 2023 at 10.00 am Page 49	1. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 2 June 2023 Committee meeting.	Disabilities might have appropriate additional support, according to their needs, at the required time. (a) That the report be received and noted. (b) That satisfactory progress had been made in the Highways Transformation Programme to date. (c) That the Cabinet Member be urged to have regard to the above mentioned comments in his work to implement the new future delivery model for Staffordshire Highways. (d) That the Cabinet Member investigate what additional support (financial and practical) could be provided to local communities by the County Council during Highway Improvement Works, in the future.
	2. HS2 six-monthly update – Impact on and Opportunities for Staffordshire (focusing on Economy, Training and Skills) Cabinet Members: David Williams/Phillip White Lead Officers: Darryl Eyers/Sarah Mallen	Requested at 26 February 2021 Committee meeting, amended at 23 July 2021 Committee meeting.	(a) That the oral report and presentation be received and noted. (b) That the efforts made to date to maximise the opportunities available to Staffordshire residents from the construction of the high-speed rail line, by HS2 be welcomed. (c) That a further update be brought to the Committee in April/May 2024. (d) That any further information received in relation to the above-mentioned requests be forwarded to Members as soon as possible.

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Page 50	3. Staffordshire Employment and Skills Strategy Cabinet Member: Philip White Lead Officers: Darryl Eyers/Darren Farmer	Requested by Cabinet Member 11 May 2023 (email from Darren Farmer).	<p>(a) That the report be received and noted.</p> <p>(b) That the Cabinet Member have regard to the various comments made by the Committee in finalising Staffordshire's Employment and Skills Strategy 2023-2030.</p> <p>(c) That the Cabinet Member explore how the County Council's engagement with school pupils (including those with Special Education Needs and Disabilities (SEND)) wishing to undertake work experience placements could be improved having regard to the various ambitions contained in the Strategy.</p> <p>(d) That the Committee receive a progress update on implementation of the Strategy in six-months' time taking into consideration their other Work Programme priorities.</p>
	Tues 17 October 2023 at 10.00 am (additional meeting)	1. Avanti West Coast Main Line Rail Services Cabinet Member: David Williams Lead Officers: Darryl Eyers/Mark Osborne (Avanti West Coast)	Identified at 22 March 2023 Committee meeting. Request programme for October Meeting by Chairman (email 18 July 2023).
	2. Provision of Waste Transfer Facility	Requested at 21 August 2023 Triangulation Meeting. Postponed to 9 November 2023 Committee meeting at	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Tim Cooper	request of Cabinet Member (email from Emma Haynes 11 September 2023).	
Page 51	3. Visit to Construction Site of Staffordshire History Centre Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann	Requested at 21 August 2023 Triangulation Meeting. Moved to 22 November 2023 at request of service.	
Thurs 9 November 2023 at 10.00 am	1. Tree Planting Net Zero by Nature Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Clive Thomson	Proposed by Cabinet Member at 18 August 2022 Triangulation Meeting. Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed until April 2023 (indicative) Committee meeting at request of Cabinet Member (email from Sarah Bentley 18 October 2022) owing to national delays in funding settlement. Further postponed at request of Cabinet Member (email Sarah Bentley 14 March 2023) owing to delay in publication of commissioned report.	
	1. Community Learning Self- Assessment Report 2022/23	Requested by email 7 June 2023 (Amanda Darlington on behalf of Cabinet Member).	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: Philip White Lead Officers: Darryl Eyers/Amanda Darlington		
Page 52	2. North Staffordshire Air Quality Action Plan Ministerial Direction – Update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for November 2023 Committee meeting (email Joanne Keay 12 July 2023). Postponed to 2 February 2024 Committee meeting at request of Cabinet Member (email from Darryl Eyers 8 September 2023).	
Page 52	3. Local Transport Plan 4 Development Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Request programme for October Meeting by Chairman. Postponed to 21 December 2023 Committee meeting at request of Cabinet Member (email from Darryl Eyers 8 September 2023).	
	4. Highways Network Management Plan (Including Permits) – Annual Report Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Request programme for November Meeting by Chairman.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	<p>5. Provision of Waste Transfer Facility Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Tim Cooper</p>	<p>Requested at 21 August 2023 Triangulation Meeting. Postponed to 9 November 2023 Committee meeting at request of Cabinet Member (email from Emma Haynes 11 September 2023). Withdrawn at request of Cabinet Member (email to Chairman from Simon Tagg 8 October 2023)</p>	
<p>Wednesday 22 November 2023 at 2.00pm (additional meeting preceded by site visit to Staffordshire History Centre (Members only))</p>	<p>1. Natural Environment Strategy Cabinet Member Simon Tagg Lead Officers Darryl Eyers/Catherine Mann</p>	<p>Requested by email 16 August 2023 (Sarah Bentley on behalf of Cabinet Member). Postponed to 13 December 2023 Committee meeting at request of Cabinet Member (email Simon Tagg 6 November 2023).</p>	
	<p>2. Staffordshire History Centre Delivery Update Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann</p>	<p>Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for November 2023 Committee meeting (email Catherine Mann 7 June 2023).</p>	
	<p>3. Libraries Performance</p>	<p>Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for</p>	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann	November 2023 Committee meeting (email Catherine Mann 7 June 2023).	
<p>Thurs 21 Dec 2023 at 10.00 am Wednesday 13 December 2023 at 2.00 pm</p> <p>Page 54</p>	<p>1. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey</p>	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 28 September 2023 Committee meeting. Re-scheduled to 11 January 2024 Committee meeting.	
	<p>1. Economic Recovery, Renewal and Transformation six-monthly Progress Report Cabinet Member: Philip White Lead Officers: Darryl Eyers/Anthony Hodge</p>	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 2 June 2023 Committee meeting.	
	<p>2. Digital Infrastructure – Update Cabinet Member: Simon Tagg</p>	Proposed by Cabinet Member at 12 May 2022 Triangulation meeting. Considered at 10 November 2022 Committee meeting and six-monthly update requested. Previous update given to 7 June 2023 Committee meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Lead Officers: Darryl Evers/David Atkins		
Page 55	3. Review of Schools' Performance Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Tim Moss	Requested at 21 August 2023 Triangulation Meeting.	
	4. High Needs Block Deficit Management Plan. Cabinet Member: Jonathan Price Lead Officers: Neelam Bardwaja	Requested at 21 August 2023 Triangulation Meeting.	
	6. Local Transport Plan 4 Development Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Request programme for October Meeting by Chairman. Postponed to December 2023/January 2024 Committee meetings at request of Cabinet Member (email from Darryl Evers 8 September 2023 with clarification from David Atkins 4 October 2023).	
	5. Natural Environment Strategy Cabinet Member Simon Tagg	Requested by email 16 August 2023 (Sarah Bentley on behalf of Cabinet Member). Postponed to 13 December 2023 Committee meeting at request of Cabinet Member (email Simon Tagg 6 November 2023).	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Lead Officers Darryl Evers/Catherine Mann		
Thursday 11 January 2024 at 2.00 pm	1. Local Transport Plan 4 Development Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Request programme for October Meeting by Chairman. Postponed to December 2023/January 2024 Committee meetings at request of Cabinet Member (email from Darryl Evers 8 September 2023 with clarification from David Atkinson 4 October 2023).	
Page 56	2. Lighting for Staffordshire Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Scheduled at request of Chairman at 25 October 2023 Pre-Agenda Preview.	
	3. Highways Transformation Progress and Performance Quarterly update Cabinet Member: David Williams Lead Officers: Darryl Evers/James Bailey	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 28 September 2023 Committee meeting. Re-Scheduled to January 2024 at request of Chairman at 25 October Pre-Agenda Preview.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
Friday 2 Feb 2024 at 10.00 am	Zero by Nature Strategy Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/ Catherine Mann	Proposed by Cabinet Member at 18 August 2022 Triangulation Meeting. Programmed for 10 November 2022 Committee meeting at 29 September Committee meeting. Postponed until April 2023 (indicative) Committee meeting at request of Cabinet Member (email from Sarah Bentley 18 October 2022) owing to national delays in funding settlement. Further postponed at request of Cabinet Member (email Sarah Bentley 14 March 2023) owing to delay in publication of commissioned report. Cabinet Member requested item programmed for February 2024 Committee meeting (email Catherine Mann 7 June 2023).	
	North Staffordshire Air Quality Action Plan Ministerial Direction – Update Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for November 2023 Committee meeting (email Joanne Keay 12 July 2023). Postponed to 2 February 2024 Committee meeting at request of Cabinet Member (email from Darryl Eyers 8 September 2023). Further timing re-alignment might become necessary (email from Joanne Keay 10 October 2023 and referred to by Cabinet Member at 17 October 2023 Committee meeting). Request made by Cabinet Member to re-schedule if necessary at 17 October 2023 Committee meeting.	
Thurs 28 March 2024 10.00 am	1. Highways Transformation Progress and Performance Quarterly update	Requested at 15 July 2020 Triangulation meeting (amended at 23 2021 and 13 January 2022 Committee meetings). Previous update given at 28 September 2023 Committee meeting.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey		
	2. HS2 six-monthly update – Impact on and Opportunities for Staffordshire (focusing on Economy, Training and Skills)	Requested at 26 February 2021 Committee meeting, amended at 23 July 2021 Committee meeting.	
Page 58	3. Country Parks Strategy Cabinet Member: Victoria Wilson Lead Offices: Darryl Eyers/Catherine Mann	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email Catherine Mann 7 June 2023).	
	4. Cultural Strategy Cabinet Member: Victoria Wilson Lead Officers: Darryl Eyers/Catherine Mann	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email Catherine Mann 7 June 2023).	
	5. Local Cycling and Walking Infrastructure Plan – Update	Identified at Work Programme Planning session on 2 June 2023.	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey		
Page 59	6. Review of Jobs and Careers Brokerage Service Performance Cabinet Member: Philip White Lead Officers: Darryl Eyers/Anthony Baines	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email Tony Baines 5 June 2023).	
Page 59	7. Staffordshire Safer Roads Partnership – performance Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023. Cabinet Member requested programme for March 2024 Committee meeting (email James Bailey 26 June 2023).	
	8. Household Waste Recycling Centres Performance Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Tim Cooper	Identified at Work Programme Planning session on 2 June 2023.	
	9. Employment and Skills Strategy – Progress Update	Identified at 28 September 2023 Committee meeting	

Work Programme 2022/2023

Date of Meeting	Item	Details (Background)	Action / Outcome
	Cabinet Member: Philip White Lead Officers: Darryl Eyers/Darren Farmer		

Any provisional matters requiring Committee confirmation/approval are shown in green

Items for Consideration – Work Programme 2023/2024

Suggested Item	Details (Background)	Proposed Date of Meeting
Tourism and Visitor Economy: Cabinet Member: Phillip White Lead Officers: Darryl Eyers	Identified at 26 May 2022 Committee meeting.	To be advised
School Age Education – Development Post Pandemic (including school attendance (request by County Councillor Paul Snape Cabinet Member: Jonathan Price Lead Officers: Neelam Bhardwaja/Tim Moss	Identified at 15 June 2022 Committee meeting	To be advised
Traffic and Network Management Plan Cabinet Member: David Williams Lead Officers: James Bailey/Hayley Fletcher	Requested by Cabinet Member 3 March 2023 (email from Hayley Fletcher) Programmed at 22 March 2023 Committee meeting. Postponed to June 2023 at 27 April Committee meeting. Further postponements requested by Cabinet Member 3 May and 11 May 2023 (emails from Hayley Fletcher/Business Support).	To be advised Programmed for 9 November Committee meeting.

Items for Consideration – Work Programme 2023/2024

Suggested Item	Details (Background)	Proposed Date of Meeting
Avanti West Coast (West Coast Mainline train operator) Cabinet Members: Philip White and David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at 22 March 2023 Committee meeting following request from County Councillor Jeremy Pert.	To be programmed Programmed for 17 October Committee meeting. Six-month update requested at 17 October Committee meeting.
Lighting for Staffordshire Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023.	To be advised (email from James Bailey 26 June 2023). Programmed for 11 January 2024 Committee Meeting at 25 October Pre-Agenda Preview.
On Street Parking Cabinet Member: David Williams Lead Officers: Darryl Eyers/James Bailey	Identified at Work Programme Planning session on 2 June 2023.	To be advised (email from James Bailey 26 June 2023).
People Not in Education, Employment or Training (NEET) Cabinet Member: Philip White Lead Officers: Darryl Eyers/Anthony Baines	Identified at 9 November 2023 Committee meeting.	To be advised.

Any provisional matter requiring Committee confirmation/approval are shown in green

Standing Items 2022/2023

Item	Details (Background)	Action / Outcome
HS2 Six-monthly Update – Impact on Staffordshire Cabinet Member: Philip White Lead Officer: Darryl Eyers/ Sarah Mallen	Requested at 26 February 2021 Committee meeting (amended at 23 July 2021 Committee Meeting). Update given to 22 March and 28 September 2023 Committee meetings. Next update due March 2024.	See above

Standing Items 2022/2023

Item	Details (Background)	Action / Outcome
<p>Economic Recovery Renewal and Transformation Six-Monthly Progress Update (incorporating former APMG Report – Future Economy and Enterprise – Update) Cabinet Member: Philip White Leads Officer: Darryl Eyers/ Anthony Hodge</p>	<p>Requested at 15 July 2020 Triangulation meeting (amended at 23 July 2021 and 13 January 2022 Committee meetings). Further update incorporated into County Economic Strategy report to 23 March 2022 Committee meeting. Updates given to 19 October 2022, 7 June 2023 Committee meetings. Next update due December 2023 Committee meeting.</p>	<p>See above</p>
<p>Highways Transformation Progress and Performance Quarterly Update. Cabinet Member: David Williams Lead Officers: Darryl Eyers/ James Bailey</p>	<p>Identified at 26 May 2022 Committee meeting. Next Update due September 2022 (Update for Q2 postponed until later in Q3 at request of Director (email from James Bailey 18 August 2022)). Updates due 16 December 2022, 7 June and 28 September 2023 Committee Meetings. Next Update due January 2023.</p>	<p>See above</p>
<p>Digital Infrastructure Plan Progress Update. Cabinet Member: Simon Tagg Lead Officers: Darryl Eyers/Anthony Baines</p>	<p>Identified at 26 May 2022 Committee Meeting. Considered at 10 November 2022 and 7 June 2023 Committee Meetings. Next update due December 2023.</p>	<p>See above</p>

Any provisional matter requiring Committee confirmation/approval are shown in green



Briefing Notes / Updates / Visits 2023/2024

Date	Item	Details (Background)	Action / Outcome

Working Groups / Inquiry Days 2023/2024

Date	Item	Details (Background)	Action / Outcome
	Civil Parking Enforcement	Requested by Cabinet Member on 10 August 2022.	

Any provisional matter requiring Committee confirmation/approval are shown in green



Membership – County Councillors 2023-2024	Calendar of Committee Meetings - 2023-2024 (All meetings to be held at County Buildings, Stafford unless otherwise stated)
<p>Tina Clements (Chairman) Ross Ward (Vice-Chairman – Scrutiny) Peter Kruskonjic (Vice-Chairman – Overview) Charlotte Atkins Philippa Hadden Philip Hudson Graham Hutton David Smith Samantha Thompson Bernard Williams Hannah Gallimore (Co-optee) Rev. Preb. Michael Metcalf (Co-optee)</p>	Friday 2 June 2023 at 10.00 am;
	Thursday 6 July 2023 at 10.00 am;
	Thursday 28 September 2023 at 10.00 am;
	Tuesday 17 October 2023 at 10.00 am (additional meeting);
	Thursday 9 November 2023 at 10.00 am;
	Wednesday 22 November 2023 at 2.00 pm (additional meeting);
	Thursday 21 December 2023 at 10.00 am; Wednesday 13 December 2023 at 2.00 pm;
	Thursday 11 January 2024 at 2.00 pm (additional meeting);
	Friday 2 February 2024 at 10.00 am;
	Thursday 28 March 2024 at 10.00 am.