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PUBLIC

To: Members of Cabinet Member meeting - Strategic Leadership, Culture and Tourism

Thursday, 7 May 2020

Dear Councillor,

Please attend a meeting of the **Cabinet Member meeting - Strategic Leadership, Culture and Tourism** to be held at **9.30 am** on **Friday, 15 May 2020** via Skype. Whilst the papers for this meeting will continue to be published on the Councils' website, during this period of Coronavirus lockdown, this meeting will not be accessible to the public. The agenda for which is set out below.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S Hobbs', written over a light blue horizontal line.

Simon Hobbs
Director of Legal and Democratic Services

AGENDA

PART I - NON-EXEMPT ITEMS

1. To receive declarations of interest (if any)
2. To confirm the minutes of the meeting held on 28 April 2020 (Pages 1 - 4)
- 3 (a) Changes to Library Opening Hours (Pages 5 - 8)

- 3 (b) Feedback on the public consultation on proposed changes to the opening hours at Derbyshire Record Office (Pages 9 - 12)
4. Urgent report - Cancellation of the Derbyshire Woodland Festival at Elvaston Castle on 19 and 20 September 2020 (Pages 13 - 18)

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Agenda Item 2

MINUTES of a meeting of the **CABINET MEMBER FOR STRATEGIC LEADERSHIP, CULTURE AND TOURISM** held on 28 April 2020.

PRESENT

Cabinet Member – Councillor B Lewis

Also in attendance – Councillor R Flatley

Declarations of interest

Councillor B Lewis declared a personal interest in agenda item no.4 (minute no.15/20) as the Chairman of Derwent Valley Mills World Heritage Site.

13/20 **MINUTES RESOLVED** that the minutes of the meeting held on 7 February 2020 be confirmed as a correct record and signed by the Cabinet Member.

14/20 **CUSTOMER CHARTER** Customer Charters were common across the public and private sectors and formed part of the ‘brand promise’ an organisation makes to its customers. They were usually an integral part of a Customer Experience strategy, and the Charters themselves were generally high-level, reflecting the varied nature of services within complex organisations. Customer Charters should be backed up by a set of Service Standards, which provided the customer with detail around what they could expect from the organisation and provide measures against which both staff can deliver and customers can hold the organisation to account.

The County Council wished to revise the current Customer Charter, having reviewed examples from other organisations and engaged with the Derbyshire Citizen’s Panel Reader Panel over a three week period in 2019. Feedback had been received from over 200 residents and was largely constructive, positive and supportive of the proposed Charter.

The Customer Charter was explicitly referred to in the Commissioning, Communities and Policy Service Plan 2019-2020. The launch of the revised Customer Charter will support the process of a culture shift towards enhanced customer service and act as a forerunner to the Customer Experience Strategy.

RESOLVED to (1) approve the revised Customer Charter; and

(2) note the integration with the forthcoming Customer Experience Strategy and the need for Service Standards to underpin the Customer Charter.

15/20 DERWENT VALLEY MILLS WORLD HERITAGE SITE MANAGEMENT PLAN The Derwent Valley Mills World Heritage Site (DVMWHS) extended from Cromford, along the Derwent river valley to Derby Silk Mill. It sits within the administrative boundaries of five local authorities: Derbyshire County Council, Derbyshire Dales District Council, Amber Valley Borough Council, Erewash Borough Council and Derby City Council.

As set out in the World Heritage Convention, world inscription comes with a responsibility to ensure that the relevant sites - and surrounding landscape - are 'protected, conserved, presented and transmitted to future generations' and that there was an appropriate and comprehensive management system in place to secure good stewardship and fulfil the Convention's requirements. The Government had delegated responsibility for production of the DVMWHS Management Plan, and the oversight of its implementation, to the DVMWHS Partnership.

This revised version of the Management Plan, which was attached at Appendix 1 to the report, had been developed by the Partnership in consultation with key stakeholders, including a number of public engagement events. The purpose of the Management Plan was to uphold the DVMWHS's Inscription to:

"Maintain the Outstanding Universal Value of the Derwent Valley Mills World Heritage Site by protecting, conserving, presenting, enhancing and transmitting its culture, economy, unique heritage and landscape in a sustainable manner."

The Vision for the Plan was distinct to the Management Plan and was informed by the overwhelming feedback from the stakeholder engagement that the DVMWHS now needs to be promoted as a cohesive and coherent whole. The Plan also expressed aims in the delivery of its purpose and vision, which included protecting and conserving the Outstanding Universal Value, promoting sustainable development and monitoring the DVMWHS to the standard required by UNESCO.

In November 2019, a draft of the Management Plan was published for consultation to which Derbyshire County Council had provided a formal consultation response, coordinated by its Planning Service, to the DVMWHS Partnership. The Final version of the Management Plan adopted all the points raised in the consultation response where they did not conflict with the DVMWHS's core purpose. It was likely that Derbyshire County Council would be approached by the DVMWHS Partnership to ensure that the Management

Plan was appropriately referenced within its core strategic documents and development plans.

Derbyshire County Council, along with the other local authorities covered by the DVMWHS and Historic England, had made a commitment to HM Government and UNESCO, through the inscription documents that were submitted to the World Heritage Committee, to the continued provision of staff time and financial resources to ensure the good stewardship of the nominated site. The Plan had now been authorised by the Chair of the DVMWHS Partnership for submission to Historic England and the Department of Digital, Culture, Media and Sport for adoption by Government, and will run from 2020 to 2025.

Councillor Lewis wished to thank all the officers concerned for the huge amount of work they had undertaken in producing the document.

RESOLVED to note that the Derwent Valley Mills World Heritage Site Management Plan has now been submitted to Government for adoption and that the Plan sets out the appropriate stewardship of the World Heritage Site for the next five years.

16/20 **EXCLUSION OF THE PUBLIC RESOLVED** to exclude the public from the meeting during the consideration of the remaining items on the agenda to avoid the disclosure of exempt or confidential information

SUMMARY OF PROCEEDINGS CONDUCTED AFTER THE PUBLIC WERE EXCLUDED FROM THE MEETING

1. To confirm the exempt minutes of the meeting held on 7 February 2020 (contains exempt information)

17/20 **MINUTES RESOLVED** that the exempt minutes of the meeting held on 7 February 2020 be confirmed as a correct record and signed by the Cabinet Member.

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DERBYSHIRE COUNTY COUNCIL

CABINET MEMBER STRATEGIC LEADERSHIP, CULTURE AND TOURISM

15 May 2020

**Report of the Executive Director – Commissioning,
Communities and Policy**

Changes to Library Opening Hours

(STRATEGIC LEADERSHIP, CULTURE AND TOURISM)

(1) Purpose of Report

To seek approval for changes in opening hours at Borrowash Library, in line with the Derbyshire Public Library Service Strategy, and to make changes to staffing levels to achieve required savings.

(2) Information and Analysis

At its meeting on 20 December 2018, Cabinet gave approval to implement the Derbyshire Public Library Service Strategy. Included in the strategy were proposals to transfer 20 libraries, and the mobile library service, to community management.

Prior to the Covid pandemic the process for transferring 20 libraries to a community managed model was progressing in nine locations, where a formal expression of interest had been received, including at Borrowash. However, the initial expression of interest at Borrowash was subsequently withdrawn. In approving the Strategy Cabinet agreed that where there were no expressions of interest from communities, the opening hours in those libraries would be standardised at 18 hours per week. This proposal would be subject to a further period of public consultation.

A period of public consultation about proposed changes to opening hours at Borrowash Library, began on Monday 10 February 2020 and concluded on Sunday 22 March 2020. The consultation sought to obtain responses on two proposed options to change opening hours, together with any other alternative suggestions that consultees wished to make. The opening hours at the time of the consultation were:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9-5	Closed	9-7	Closed	9-7	9-1	Closed

A total of 82 responses were received to the consultation, while the proposed reductions to opening hours elicited positive comments about the value of the library service, unsurprisingly a number of respondents were opposed to the proposed changes. However, there were no practical proposals put forward about how savings could be

made from the library service budget without making changes to library opening hours. It is therefore proposed that when Borrowash Library reopens, following the current period of closure, it has the following opening hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Proposed	2-5	Closed	9.30-1, 2-7	Closed	9.30-1	10-1	Closed

(3) Financial Considerations

The reduction in opening hours is part of an overall package of opening hours reductions intended to realise approximately £100,000 of savings from the library service budget.

(4) Human Resources Considerations

Informal consultation has already taken place with the trade unions and employees and formal consultation will begin should this report be approved.

Formal consultation will be undertaken in accordance with Section 188 of the Trade Union and Labour Relations (Consolidation) Act 1992 and will be covered by the Councils corporate notification to the Secretary of State of potential redundancies under Section 193 of the Act.

The Council will make every effort to avoid compulsory redundancies and also seek alternative employment in line with the provisions set out in the Council's Redundancy, Redeployment, Buy-Out of Hours and Protection of Earnings policies. At its meeting on 21 March 2019 Cabinet approved the use of the Buy Out of Hours (BOOH) scheme, voluntary redundancy (VR) and voluntary early retirement (VER) release schemes if necessary, for library staff as a "pocket of difficulty". If there are insufficient volunteers, then a compulsory reduction selection process will be applied. The selection pool and selection criteria form to be determined through formal consultation with trade unions and employees.

The changes to library opening hours may also impact on cleaning and caretaking staff who currently undertake duties in libraries. Property Services managers are liaising with the library service to identify any possible impact, on these staff.

(5) Legal Considerations

The provision of public libraries is governed by various pieces of legislation, most notably The Public Libraries and Museums Act 1964. Section 7 states:

It shall be the duty of every library authority to provide a comprehensive and efficient library service for all persons desiring to make use thereof.

though 'comprehensive and efficient' are not defined.

In fulfilling its duty, the Council should have particular regard to the desirability of:

i) Securing that facilities are available for borrowing books, records, films etc. sufficient in number, range and quality to meet the needs of all, and the special requirements of adults and children

ii) Encouraging adults and children to make full use of the service and provide advice.

A comprehensive consultation exercise was undertaken on the whole of the Derbyshire Public Library Service Strategy from May to July 2018. An analysis of the results of this consultation were included in the report approved by Cabinet on 20 December.

(6) Equality and Diversity Considerations

A full Equality Impact Analysis (EIA) was included in the original report to Cabinet.

(7) Other considerations

In preparing this report the relevance of the following factors has been considered: - social value, prevention of crime and disorder, environmental, health, property and transport considerations.

(8) Key Decision

No

(9) Call-in. Is it required that call-in be waived in respect of the decisions proposed in the report?

No

(10) Background Papers

Held on file within the Commissioning, Communities and Policy Department. Officer contact details – Don Gibbs, extension 36572.

(11) OFFICER'S RECOMMENDATIONS

That the Cabinet member approves the implementation of the proposed changes to opening hours at Borrowash Library, as outlined in this report.

Emma Alexander
Executive Director – Commissioning, Communities and Policy

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DERBYSHIRE COUNTY COUNCIL

CABINET MEMBER STRATEGIC LEADERSHIP, CULTURE AND TOURISM

15 May 2020

**Report of the Executive Director – Commissioning,
Communities and Policy**

**Feedback on the public consultation on proposed changes to
the opening hours at the Derbyshire Record Office**

(STRATEGIC LEADERSHIP, CULTURE AND TOURISM)

(1) Purpose of Report

To inform the Cabinet Member of the outcome of the public consultation into reducing the opening hours at the Derbyshire Record Office (DRO) and the proposed response to the results of the consultation.

(2) Information and Analysis

At its meeting on 11 September 2019, Cabinet approved the council's Five Year Financial Plan, which included a reduction to the DRO budget of £60,000. In order to achieve the required savings, a period of public consultation about proposed changes to opening hours began on Monday 11 November and concluded on Sunday 22 December.

The consultation sought to obtain responses on reducing the opening hours by one day per week, allowing respondents to select their preferred opening pattern. A total of 300 responses were received to the consultation. The proposed reduction to opening hours elicited positive comments about the value of the DRO and the importance of access to its collections but the majority of respondents did not support the proposed changes. For example, despite an increase in provision of records online, use of original records has not decreased and many respondents felt that the DRO would become congested on the days it was open, if the opening hours were reduced.

The County Council has a duty to consult with The National Archives on any significant change to its archive service. The National Archives confirmed that reducing the opening hours as proposed would meet the legal minimum requirements for access but that any impact on the ability of the service to carry out its statutory duties in terms of managing its collections would potentially threaten its status as an Accredited Archive Service.

In parallel with the public consultation staff from the Record Office were also investigating alternative ways to address the budget reduction and mitigate against the

potential impacts. As a consequence the DRO has negotiated with Ancestry.com and depositors to add further content to the Ancestry website, e.g. non-conformist registers, school records, post 1900 electoral registers, enabling the Record Office to increase the amount of income generated to support the service. This is in line with the overall Enterprising Council approach, which seeks to fund and deliver services in new and innovative ways.

Having secured this funding it is proposed that the additional income received from Ancestry coupled with the existing income already received and held in reserve, will be utilised by the DRO to maintain its existing opening hours until the end of the 2022/23 financial year. (Subject to no further budget reductions being allocated to the DRO). It is also anticipated that further additional income may be generated over this period.

(3) Financial Considerations

The DRO will use income for the period April 2020 to March 2023 to offset the £60,000 reduction from its revenue budget and maintain its existing opening hours.

(4) Human Resources Considerations

None.

(5) Legal Considerations

Derbyshire County Council has a statutory duty under the Local Government Act 1972 to make 'proper arrangements' for its records. The County Council also has legal obligations to manage and provide access to public records as a designated Place of Deposit for public records under the Public Records Act 1958.

(6) Other considerations

In preparing this report the relevance of the following factors has been considered: - social value, equality and diversity, prevention of crime and disorder, environmental, health, property and transport considerations.

(7) Key Decision

No

(8) Call-in. Is it required that call-in be waived in respect of the decisions proposed in the report?

No

(9) Background Papers

Held on file within the Commissioning, Communities and Policy Department. Officer contact details – Sarah Chubb, extension 39201.

(10) OFFICER'S RECOMMENDATIONS

That the Cabinet member notes the results of the public consultation about the proposed change to opening hours at the DRO and approves the proposed response to the results of the consultation.

Emma Alexander
Executive Director – Commissioning, Communities and Policy

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Agenda Item No.

DERBYSHIRE COUNTY COUNCIL

**MEETING OF CABINET MEMBER – STRATEGIC LEADERSHIP, CULTURE
AND TOURISM**

15 May 2020

Report of the Executive Director – Economy, Transport and Environment

**CANCELLATION OF THE DERBYSHIRE WOODLAND FESTIVAL AT
ELVASTON CASTLE 19 AND 20 SEPTEMBER 2020**

(1) **Purpose of Report** To seek the Cabinet Member's permission to cancel the Derbyshire Woodland Festival to be held at Elvaston Castle on Saturday 19 and Sunday 20 September 2020 due to Coronavirus (COVID-19).

(2) **Information and Analysis** The Derbyshire Woodland Festival is a large, successful, annual event celebrating traditional and contemporary woodland crafts held at Elvaston Castle Country Park. It attracts in excess of 10,000 visitors over the two days and this year's event is planned for Saturday 19 and Sunday 20 September 2020.

The normal process of organising the Woodland Festival has been on hold during April 2020, as staff have dealt with issues arising from the COVID-19 emergency. However, it is no longer possible to defer this preparatory work as many of the actions are time critical. The recommendations in this report are based on current Government guidance and statements around recovery and future restrictions.

The following information details the areas and levels of risk and any financial implications of proceeding with the Woodland Festival in 2020.

1. Promotion

Promotion of the Woodland Festival (printed media, signage, social media campaign/advertising, etc) accounts for 15% of overall Countryside events expenditure. The 2020 campaign has already been impacted by current restrictions as the event is included in the Countryside Events Brochures and Festivity leaflet, which is not achieving full distribution due to the closure of Tourist Information Centres, Countryside Visitor Centres, external attractions and libraries. The normal widespread promotion is not possible at this time and intensive promotion and advertising of the Festival is necessary to ensure its success.

Furthermore, there is potential to attract a lot of negative publicity and reputational loss for the County Council if it is not seen to lead by example, i.e. promoting and organising a mass gathering event that attracts circa 10,000+ visitors which is currently against Government guidance and legislation prohibiting gatherings of more than two people other than in certain specified circumstances. Clearly, it is too early to know what legislation might be in force by September, since this will depend on the future increase or decrease in the infection rate.

2. Contracts/Commitments

First Aid Provision

The main voluntary first aid providers (St John Ambulance/Red Cross) are currently supporting the NHS and not taking bookings. Enquiries with private suppliers have indicated that many of them are also supporting the NHS. Where suppliers are available and taking bookings for events, many have indicated they are booked for the festival dates. Also early indications are that an increase of around 40% in costs for first aid services should be expected. This all suggests that securing appropriate and cost effective first aid provision would be difficult, if not impossible, and the event cannot proceed without First Aid cover.

Stallholders and Caterers

In a typical year, the festival is supported by approximately 90-100 paying stallholders and caterers, this income is one of the critical components (alongside car park takings) of the event meeting its costs.

The number and diversity in stallholders is a key attraction to visitors to the event. A decline in numbers could damage the reputation of the show as a premier event.

Uncertainty around COVID-19 guidance, relating to large events, travel restrictions, etc, has meant that the number of stallholders and caterers confirming they will attend has been very low to date.

Professional Demonstrators

Professional demonstrators are the core offer of the Woodland Festival, they are national and regional skilled demonstrators, craftspeople and performers. They engage closely with the visitors with hands on participation activities and comprise 20% of what the Festival offers, (accounting for 45% of the events expenditure).

Many are retired and elderly, with years of experience, but faced with the Coronavirus risks and implications, will almost certainly not be available to attend. Others may fall into 'at risk' groups and this too is expected to impact on availability.

3. Income Collection

The special event parking charge has been collected each year as a cash only payment with tickets issued by a team of four staff at the gate in close contact with the public.

The risk of virus transmission through handling money means a contactless payment system needs to be introduced to reduce the risk of COVID-19 transmission.

A new system of handheld contactless ticket machines would be required to collect the parking charge. Enquiries suggest that to procure the necessary handheld ticket system would cost in the region of £6,000+. However, the viability of handheld card payments is in question because there is not a consistent operational mobile phone signal at Elvaston.

4. Supply Chain Issues and Higher Prices

Supply chain issues and higher prices are anticipated in the procurement of all festival related goods and services. Initial contact with supply companies indicates that prices will be higher (up to 25%). Many are pricing the greater risk, current uncertainty and potential disruption into quotes.

Potentially higher service and infrastructure costs will push the event into a loss making position from its current “break even” point.

5. Car Park and Traffic Management

The car park legal variation notice and advert for special event charges needs to commence in May 2020 and costs circa £500. It requires considerable legal and administrative support to approve and advertise to comply with the Regulations.

Each year, a Temporary Clearway Order is required to prohibit stopping along the B5010, to facilitate a clear access/egress route for the Woodland Festival. This application cannot be delayed beyond May.

Costs can vary between £1,052 and £1,665 in a typical year. Cancellation would incur a significant proportion of these costs the closer to the event date cancellation happens.

6. Event Management

Size and Nature of Event

The risk of getting infected with the COVID-19 virus is too high when many people are gathered, and that consideration is by far the most important.

Although an outdoor event, it is specifically geared around demonstrations, performances, hands-on participation, rides and purchases of goods. So contact and close gathering by visitors is integral, making social distancing almost impossible to manage. Figure 1. Shows the volume of visitors the show receives.

Event Set Up

Meeting and greeting stallholders/demonstrators, etc, on arrival for set-up requires close contact; meaning that maintaining social distancing guidelines would be difficult.

Access to Water

Stallholders and demonstrators access to water is via a shared stop tap on the Events Field and Showground. There is a risk of virus transmission.

Management of Waste

Waste potentially poses a significant risk to staff who manage its disposal, particularly for waste associated with catering.

Provision of Toilets

The Council's ability to maintain the cleanliness of toilets for the anticipated numbers, in light of strict guidance, would be difficult to deliver and high risk.

Staffing

Over the festival weekend, 30+ staff, volunteers and scouts are the minimum required to deliver the festival each day at the scale it has now reached. It is anticipated that the usual support from scouts and volunteers for marshals will not be available.



Figure 1. Woodland Festival, September 2019

It is not possible to delay the event and reschedule it for later in the season i.e. October. This is because the weather becomes unpredictable as autumn advances and ground conditions deteriorate rapidly at Elvaston making outdoor events impossible.

If the event is cancelled, a new date would be selected for 2021 and planning efforts switched to this later in the year.

(3) **Financial Considerations** The Festival is staged at a cost of approximately £22,000+ annually (with capital outlay covered in a successful year by income from special event parking charges and income from charging stallholders and caterers).

This event, whilst covering its capital outlay, does not cover staff costs involved in its organisation and delivery. If a late decision to cancel is taken, after a high proportion of stallholders have been invoiced and paid to secure their pitch, the administrative cost to reimburse each stallholder would be significant.

In addition, there would be cancellation costs for festival infrastructure and support, i.e. toilets, first aid, waste bins, security etc.

Other Considerations

In preparing this report the relevance of the following factors has been considered: legal, prevention of crime and disorder, equality and diversity, human resources, environmental, health, property, social value and transport considerations.

(4) **Key Decision** No.

(5) **Call-In** Is it required that call-in be waived in respect of the decisions proposed in the report? No.

(6) **Background Papers** Held on file within the Economy, Transport and Environment Department.

(7) **OFFICER'S RECOMMENDATIONS** That:

7.1 The Woodland Festival 2020, scheduled to be held on 19 and 20 September 2020 at Elvaston Castle Country Park, be cancelled.

7.2 The cancellation of the festival is publicised through normal media channels and all stakeholders are informed.

- 7.3 A new date in 2021 for the festival is selected and that all planning work concentrates on delivering that event.

Mike Ashworth
Executive Director – Economy, Transport and Environment