

THE VALE OF GLAMORGAN COUNCIL

REQUEST FOR THE USE OF EMERGENCY POWERS – CORONAVIRUS PANDEMIC

SUBJECT: Extension of Council run Library Services – Phase 2

1. **Originating / Department / Service** –

Learning & Skills - Culture and Community Learning Service (Libraries)

2. **Reason for Seeking Emergency Powers** –

Since the 29th June Council Libraries have provided a Click and Collect service by appointment only. From 10th August 2020 Libraries would like to start letting individual Library members back into buildings to browse and to use PCs on a limited and controlled basis.

The service proposes the following operating model for Phase 2:

- Appointments can be made by phone to book a PC for personal use for a period of 50 minutes per week. The number of PCs available will be limited due to the need for social distancing; and the booking time on PCs will be limited in order to manage demand and the need to clean PCs between users. The booking limitations will be eased and may be varied between libraries once experience shows it is possible to give longer or more frequent booking times.
- Appointments can be made by phone for library members to enter the library to browse the shelves and choose their own books for a limited period of 20 minutes. There will be a limit on the number of people admitted to browse at any one time. This will vary between 7 people at Barry and 3 or 4 people at Cowbridge and Llantwit Major.
- It is not proposed that the PC and browsing option is extended to Penarth library at this time. Penarth will need to close for a period of grant funded building improvement work from the 7th September and preparations to box up stock will be required during August.
- During this limited browsing stage, chairs will be removed from the libraries to discourage sitting, toilets will be closed to the public and there will be no meetings, activities or room bookings.
- All library members who enter the building will be asked to clean their hands with hand gel. All users entering the buildings will be asked to complete a track and trace card giving their names and phone contact details. The personal information will be kept secure for 21 days.

- The Click and Collect Service will continue to be offered by phone or via online reservations as now at all 4 Council Libraries.
- Library staff will work behind sneeze screens when at a desk and wear visors when managing entry to the building or when working with the public away from desks. Staff may also wear a face covering if they wish.

The service proposes keeping the current weekday opening hours but extending them to include Saturdays from the 10th August in the first instance as follows:

- Barry, Cowbridge and Penarth Libraries will continue to open weekdays from 10.00 am -1.00 pm and 2.00pm - 4pm and Llantwit Major from 2.00 pm to 4.00 pm.
- In addition, Libraries will open from 10.00 am – 1.00 pm on Saturdays. These times will be altered or extended subject to demand when the time is appropriate.

All returned books will continue to be quarantined for 72 hours before being cleaned and returned into circulation as advised by Public Health Wales.

Phase 2 is expected to remain in place for some length of time but the limitations of booking times and periods for browsing and PC use may be eased depending on demand for services and Welsh Government guidance. The opening hours of the service will also be extended to include lunch time opening and later closing times in due course.

Rhoose, St. Athan and Sully community run libraries have now begun their own click and collect services and Dinas Powys and Wenvoe are likely to join them in the coming weeks. 2 community libraries have already begun to think about offering PC bookings and this will happen in due course based on local demand and volunteer availability.

All required precautions have been undertaken and risk assessments will be completed in consultation with Health and Safety Officers before the 10th August. A meeting with the unions has also been arranged for the 3rd August to discuss these plans. The Safety of the public and our staff is paramount, therefore if any element of the safety package we propose cannot be implemented by the 10th of August then phase 2 will be postponed until the full safety measures are in place.

3. **Policy Framework and Budget** –

PLEASE INDICATE as appropriate that the matter that you are seeking the use of Emergency Powers for is a Cabinet or Council function.

Cabinet

Council

4. **Relevant Scrutiny Committee** –

Learning and Culture

IMPORTANT

The following sections **must** be completed **prior** to the request being submitted to the Democratic and Scrutiny Services Section for processing.

I confirm (delete as appropriate)

(a) That there are no financial implications and the relevant Cabinet Member, Leader and / or the Deputy Leader has been consulted and is in agreement with the use of Emergency Powers; **or**

Signed: T Baker . **Date:** 30/07/20
(Instructing Chief Officer)

Please print name: TREVOR BAKER

I hereby approve under my Emergency Powers the attached recommendation(s) on behalf of the Cabinet / Council (please delete as appropriate).

Signed: .D.R. Thomas..... **Date:** 8th August 2020.....
Managing Director

NB Should the relevant portfolio Cabinet Member be unable to be consulted only the Leader and / or Deputy Leader be consulted in their absence.

N.B. Cabinet: 23rd March, 2020 Minute No. 295