

# Public Document Pack

## Officer Decisions

Friday, 20th December, 2019

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### AGENDA

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Date Published: 20<sup>th</sup> December 2019  
Denise Park, Chief Executive

# Agenda Item 1

## RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



### DELEGATED

OFFICER DECISION    Director of Public Health and Wellbeing  
TAKEN BY:

PORTFOLIO

AREA:

Leisure Culture and Young People

**SUBJECT: Withdrawal of library fines for late book and audio visual returns**

### 1. DECISION

To agree the removal of fines for the late return of library books and audio visual items and agree an amnesty for historic fines.

### 2. REASON FOR DECISION

Our libraries are important. Beyond the simple issuing of books they provide access to a comprehensive range of services which connect people with communities, information and digital communication. Their use should be encouraged.

Even small fines can deter the return of items-and the perceived stigma they bring can deter people from using library services. A fine is a negative experience and the threat of fines can also prevent further borrowing of stock and use of wider library services, turning users into non-users. Fines don't fit with the accessible and welcoming image of libraries. Particularly in the current climate, libraries and the services they provide, are vital to supporting reading and literacy, learning for all ages, digital access, health and wellbeing etc. and are valued community hubs. Therefore any potential barriers to access, either real or perceived, should be removed where possible in line with our corporate objectives around equality, inclusion, integration, improving outcomes etc.

There is evidence to suggest that those most affected by fines are the less affluent who are the most in need of services libraries provide.

Increasingly more authorities, most recently Blackpool, Halton, Leeds, Oldham and Salford, have chosen to abolish fines and have subsequently reported no rise in the number of late or non-returned stock. Instead, there is evidence to suggest a positive impact in relation to the return of long overdue items, an increase in library visits and loans, along with a welcome response to the removal of barriers associated with outstanding fines.

Fines are not levied on e-books and e-audio book loans. These digitally enabled resources are auto returned at the end of their loan period unless renewed. Removing fines for the late return of hard copy resources cancels out this two tier system, brings standardization across the service and equity for those people who do not have the electronic devices required to access e-books and e-audio books.

Income from fines continues to fall, comparisons from 2016/17 to 2018/19 shows a drop of 25%. The projected fines income for 2019-20, based on payments made in year to date, is £7,750. It's likely that this trend in a reduction in fines income will continue. It is anticipated that the loss of income resulting from the removal of fines will be managed from within the service thus achieving a balanced budget outcome for 2020-21. There will be no impact on service users other than the benefits and goodwill which come from improved accessibility to services.

There will be no change to the policy of recouping of costs for lost, non-returned or damaged items.

### 3. BACKGROUND

Library fines were originally implemented to encourage people to return books on time. However, overtime this method has been seen to create a negative effect and in some cases has deterred people from returning items and using our services. Other methods to encourage the return of items have been introduced with customers now being able to opt to receive an email return date reminder. Items can also be renewed online at any time and can be renewed more often.

0 to 15 years and some other borrower categories, e.g. blind or partially sighted, are already exempt from fines. Concessions are in place for those aged 65 and over. Our data indicates that more items are returned by the 0 to 15 category where fines are not applicable. Other authorities have seen an increase in the return of long overdue items since introducing a fine free policy.

Removal of fines across all age groups will bring equity regardless of ability to pay.

### 4. OPTIONS CONSIDERED AND REJECTED

1. No change to current arrangements – fine income continues to reduce and budget pressure managed accordingly
2. Increase in fines to deter late returns – evidence shows that this actually deters return of books and therefore stock costs increase
3. Remove fines – creates an equitable arrangement between hard copy and e-books. Budget pressures will be managed within allocated resources.

Option 3 is recommended

### 5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

**VERSION:** 1

<b>CONTACT OFFICER:</b>	<b>Adele Karwat</b>
<b>DATE:</b>	09/12/2019
<b>BACKGROUND DOCUMENTS:</b>	None

*Dominic P. Harrison*

Signed:

**Director : Dominic Harrison, Public Health and Wellbeing**

**Date: 17.12.19**

## RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16



**DELEGATED OFFICER DECISION TAKEN BY:** Paul Fleming  
**PORTFOLIO AREA:** Digital and Customer Services

**SUBJECT: Local Patient Record Exchange Service (LPRES) integration**

### 1. DECISION

To create a contract change to the existing contract with Sevelec to include additional modules funded externally from East Lancs Hospital Trust (ELHT) to integrate with LPRES and to extend the current Adult Social Care system contract from June 2021 until April 2023.

### 2. REASON FOR DECISION

Funding has been secured through NHS England via ELHT to implement the changes required at a local level to provide the integrations for the Council into LPRES, this includes all costs for the solution for a three year period.

The current contract with Sevelec for the adult social care system runs until June 2021, it is expected that the new solution will be live by April 2020. It is therefore proposed that the existing contract is co-terminated with the end date of the funding being April 2023.

The requirement for record sharing across the health and care system remains as vital as ever and will be a key support for citizens of BwD

By collaborating and sharing information about patients and service users across care boundaries, we aim to provide care givers with access to the right information, at the point of care delivery, leading to:

- Improved continuity of care
- Safer services for our patients
- Reduction in unnecessary diagnostic tests
- Less paperwork and more efficient services
- Greater access to data for patients, their carer's, providers and commissioners

The Council has also applied for additional funding for digital discharge. This will allow for the digital transfer of Assessment, Discharge or Withdraw (ADW) notices from NHS Acute Trust to the Council utilizing the LPRES system.

The benefits of this include;

Data benefits include having joined up data of the citizen across health and social care. In addition, it has the ability to provide more accurate Management Information around assessments and discharges, which will in turn improve performance and the meeting of KPI's.

Benefits in relation to people will be born from a greater understanding across the workforce of the citizen's journey between health and social care leading to improved and more consistent care

provision. Through efficiencies, this will allow clinicians/health employees to redirect resource from low-value functions to organisational priorities.

Process benefits will be realised from clinicians using a single system generated form, in order to notify social care that a patient is ready for discharge. This is currently undertaken via a number of paper forms, resulting in laborious time-consuming processes.

Duplication will be removed from existing processes and it will be ensured, via mandatory fields, that social care will receive the correct information first time in order to discharge a patient from hospital without having to engage in numerous follow-up enquiries via telephone and email. This will improve patient flow by reducing the amount of time from when a patient is optimized for discharge to them actually being discharged.

In addition, it will allow a full audit/stamp of activity in order to improve staff performance and additionally, health will be aware when social care have received/accepted an assessment/discharge request.

A big part of this duplication is the patient and their family repeating themselves to various professionals and should this practice be minimised/removed the citizen's journey would be improved.

In terms of system benefits the introduction of ADW would allow all assessment and discharges notifications to be received by social care via Mosaic. This will mean workflows can be auto-generated within Mosaic rather than manually created, as is the current process. In turn, this will also reduce/eliminate the need for additional local spreadsheets, which contain duplicated information in order to track cases.

The introduction of these integrations will free up staff time within the Councils Adult Social Care department to redirect to high-value priorities.

### **3. BACKGROUND**

In 2016 the Council invested over a 3 year period towards establishing the technical infrastructure through the Local Patient Record Exchange Service (LPRES). LPRES aims to establish;

- Data interoperability across the health and social care system. Exchanging a range of data, including but not limited to, discharge summaries,
- Medical) images, patient care summaries, medication information and clinical correspondence.

All the acute trusts have now connected to LPRES but participating local authorities are behind with this work, the investment into LPRES did not allow for the funds to make the required changes to Council systems to enable this to happen.

### **4. OPTIONS CONSIDERED AND REJECTED**

As the current system is provided by Servelec they are the only company that can provide the integration between the systems.


*Further information is available from the report author*

### **5. DECLARATION OF INTEREST**

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

<b>VERSION:</b>	<b>1</b>

<b>CONTACT OFFICER:</b>	<b>Peter Hughes</b>
<b>DATE:</b>	16/12/2019
<b>BACKGROUND DOCUMENTS:</b>	None

Signed:	
	
<b>Director Paul Fleming, Director Digital &amp; Business Change</b>	<b>Date: 16/12/2019</b>

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

## RECORD OF DECISION TAKEN UNDER DELEGATED AUTHORITY FROM EXECUTIVE/COUNCIL/COMMITTEE



<b>DELEGATED OFFICER</b>	<b>Director of Growth &amp; Development</b>
<b>DECISION TAKEN BY:</b>	

<b>DELEGATED BY:</b>	Executive Board (January 2018)
<b>IN CONSULTATION</b>	Executive Member Finance & Governance
<b>WITH:</b>	Executive Member Growth & Development

<b>PORTFOLIO AREA:</b>	Finance & Governance Growth & Development
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**SUBJECT:**  
**11-13 Blakey Moor ('the property')**

### 1. DECISION

The negotiations between the remaining tenant in the 'property' have been completed and the details are noted in the report. This is in accordance with the delegations agreed in the Executive Board report of January 2018, which delegated authority to Director of Growth and Development to complete negotiations with the remaining tenant once the acquisition of the Terrace had been completed.

### 2. REASON FOR DECISION

To obtain vacant possession of 11-13 Blakey Moor Terrace.

### 3. BACKGROUND

3.1 The Council received Full Approval in June 2016 from the Heritage Lottery Fund (HLF) for the £3 million Blakey Moor Townscape Heritage Project. £1.5 million funding from HLF and £1.5 million match funding from Blackburn with Darwen Borough Council's Capital Programme (approved Executive Board, February 2016).

3.2 The project proposals were developed by the Council's Economic Regeneration and Business Team, guided by the recommendation of the Heritage Lottery Fund and a team of consultant's including Buttress Conservation Architects, Planit-IE landscape Architects and Colliers International commercial property and development specialists.

3.3 Over the next 4 years, the project will offer property owner's grants of up to 80% to repair or reinstate architectural details and to bring vacant floor space back into commercial use.

The project will deliver:

- refurbishment of up to 25 historic buildings including King Georges Hall front elevation, former Baroque public house, Blakey Moor terrace and properties on Northgate and Lord Street West



- Public realm improvement scheme to Blakey Moor with quality paving, improved lighting and soft planting
- a heritage skills training programme developed with Blackburn College supporting both students and teaching staff with experience and skills
- activity including marketing and an events and activity programme to celebrate the town's rich culture and heritage

3.4 The project is an important part of the on-going regeneration and development of the town centre, creating improved links between Blackburn College and the town's retail core. The enhancement works will support commercial viability of existing businesses, create opportunities for new businesses, help to reinvigorate the town's evening and leisure economy and further establish this part of the town as a cultural hub. There is strong evidence that this is already happening with the level of interest that has been shown by investors and new openings of Bees Knees, Shhh Bar, and EastzEast in the area.

3.5 The refurbishment of the Blakey Moor terrace was identified as a priority project in the delivery of the wider Townscape Heritage Project. An options appraisal was carried out by Colliers International to establish the most commercially viable option for the terrace within the context of supporting the wider regeneration of the area and town centre.

As reported in the Executive Board Decision February 2016, the viability of 6 options for the Blakey Moor Terrace was assessed, including the option to demolish. Soft market testing, taking in the views of licensed restaurant agents and commercial developers, was undertaken by Colliers to establish likely demand from commercial users/operators. This concluded that:-

- The site is potentially attractive to restaurants and also to cafes and coffee houses with the historic nature of the area attractive as a destination.
- There are many examples of reconfigured historic buildings being attractive to such operators. The town centre location with very busy footfall, opposite a major leisure attraction and near to car parking, make it attractive to operators.
- The minimum floor area that operators look for would be 200sq.m – up to about 500sq.m. The proposed layouts would give unit sizes of 250sq.m, with about 100sq.m outside, and 570sq.m;
- Local authority ownership can be used to positively influence the offer.

All 6 options that were considered require the acquisition and/or improvement of 11-13 Blakey Moor.

The final report from Colliers and insights from the Retail Group research both concluded that Blackburn could sustain a substantial modern restaurant offer and Blakey Moor has the potential to provide a suitable environment for this. Colliers therefore suggested it would be the optimal option for the Council to use the Townscape Heritage Project to nurture a restaurant quarter, using Blakey Moor and the former Baroque building as a focal point.

Blakey Moor terrace specifically presents an opportunity for an independent/premium restaurant offer. The majority of works to deliver a suitable unit/s for this use would be eligible for Townscape Heritage grant funding and the surrounding public realm work now started will significantly enhance the area.

11-13 Blakey Moor is the only remaining property on the Blakey Moor terrace that is not in the full ownership of the Council with a tenant still in situ.

#### **4. OPTIONS CONSIDERED AND REJECTED**

##### **Business continues to trade in the property**

The extent of renovation needed to the property means that continuing to trade during construction would not be possible. In addition, re-establishment of the business in the terrace after renovation would not support the regeneration aspiration for the project to attract high quality daytime to evening restaurant and/or leisure uses that will encourage development of a thriving cultural area.

##### **Relocate the business**

This was proposed to the tenant and other properties were considered but the tenant has decided to not continue and therefore close his business.

#### **5. POLICY IMPLICATIONS**

The development of the Northgate area meets the 'Culture and Life' objective of the Blackburn Town Centre Strategy, the Town Centre SPD and the development of the Town centre in the Local Plan. Specifically, Policy 26 of the Local plan, part 2 applies and supports the delivery of the Blakey Moor Townscape heritage Project. The project also helps to deliver the improvements set out in the Northgate Conservation Area Appraisal and Management Plans. The project also delivers the Heritage priority and ambitions within the Council's 12 point Plan. The project also ties in with the wider development area around the north of the town centre including the cinema development and NPIF investment into improving access across and into the town centre as set out in the December 2017 Executive Board report.

#### **6. FINANCIAL IMPLICATIONS**

The compensation payable has been negotiated by the Council's appointed surveyor with all supporting evidence submitted by the leaseholder to substantiate.

#### **7. LEGAL IMPLICATIONS**

A Deed of surrender and contract has been agreed and drawn up by the Council's Legal Department and payment made when vacant possession finalised.

#### **8. RESOURCE IMPLICATIONS**

Resource demands of this acquisition in terms of officer time will be met by existing Council Growth and Development Department staff, Legal and Property officers. The Townscape Heritage project is coordinated by a Townscape Heritage manager funded by the project.

#### **9. EQUALITY AND HEALTH IMPLICATIONS**

**Please select one of the options below. Where appropriate please include the hyperlink to the EIA.**

Option 1  Equality Impact Assessment (EIA) not required – the EIA checklist has been completed.

Option 2  In determining this matter the Executive Member needs to consider the EIA associated with this item in advance of making the decision. *(insert EIA link here)*

Option 3  In determining this matter the Executive Board Members need to consider the EIA associated with this item in advance of making the decision. *(insert EIA attachment)*

## 10. CONSULTATIONS

10.1 The Blakey Moor Townscape Heritage Project is a key part of the Council's ongoing Economic Regeneration of Blackburn town centre and the wider borough and the redevelopment of Blakey Moor block including 11-13, 15-17 and 19-29, is an essential part of the successful delivery of the Townscape Heritage Project.

10.2 The Townscape Heritage Project has been consulted upon with members of the public, property owners, businesses and other stakeholders and this consultation informed The Detailed Scheme Plan, Activity Statement and Detailed Plans for Public Realm that were prepared prior to submitting the funding application to the Heritage Lottery Fund.

Consultation events, dialogue with property owners to bring schemes forward and activity have been ongoing.

Information, news and events are available via website [www.blakey Moor.co.uk](http://www.blakey Moor.co.uk) and facebook site <https://www.facebook.com/BlakeyMoor/>

10.3 Alongside this, detailed and ongoing discussions with the previous property owner of 11-17 Blakey Moor and tenant in relation to the project and potential acquisition of property have been ongoing.

10.4 Consultation has demonstrated a high level of support for the Townscape Heritage Project, including acquisition of 11-17 Blakey Moor by the Council to facilitate the development of the full terrace, 11-29 Blakey Moor. Consultation with the property owner has identified that they did not wish to receive a grant to develop the property and their preference would be to sell the properties to facilitate delivery of the project by the Council.

Feedback from consultation with the Heritage Lottery has been that Blakey Moor terrace is a 'Priority Project' and delivery of this is as essential to the wider scheme and funding. Without firm plans to deliver the development of the full terrace, the whole Townscape Heritage Project would be at risk.

Colliers International options appraisal and feedback from market testing concluded that the development of the terrace could deliver wider regeneration benefits, but this would need to include the whole terrace to provide viable floor space and ideally the block should be redeveloped at one time.

Consultation with members of the public and other stakeholders has demonstrated support for the proposed redevelopment and reuse of the building and agreement that this would impact positively on the town's economic and cultural prosperity

## 11. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

<b>VERSION:</b>	<b>1</b>
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<b>CONTACT OFFICER:</b>	<b>Clare Turner &amp; Lee Kinder</b>
<b>DATE:</b>	10/12/2019
<b>BACKGROUND DOCUMENTS:</b>	Town Centre SPD

<b>DIRECTORS - has legal and finance advice been considered?</b>	
<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## EQUALITY IMPACT ASSESSMENT CHECKLIST

***This checklist is to be used when you are uncertain if your activity requires an EIA or not.***

An Equality Impact Assessment (EIA) is a tool for identifying the potential impact of the organisation's policies, services and functions on its residents and staff. EIAs should be actively looking for negative or adverse impacts of policies, services and functions on any of the nine protected characteristics.

The checklist below contains a number of questions/prompts to assist officers and service managers to assess whether or not the activity proposed requires an EIA. Supporting literature and useful questions are supplied within the [EIA Guidance](#) to assist managers and team leaders to complete all EIAs.

<b>Service area &amp; dept.</b>	Growth and Development	<b>Date the activity will be implemented</b>	03/01/2020
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<b>Brief description of activity</b>	11 -13 Blakey Moor
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<b>Answers favouring doing an EIA</b>	<b>Checklist question</b>	<b>Answers favouring not doing an EIA</b>
<input type="checkbox"/> Yes	Does this activity involve any of the following: - Commissioning / decommissioning a service - Change to existing Council policy/strategy - Budget changes	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes	Does the activity impact negatively on any of the protected characteristics as stated within the Equality Act (2010)?	<input checked="" type="checkbox"/> No
<input type="checkbox"/> No <input type="checkbox"/> Not sure	Is there a sufficient information / intelligence with regards to service uptake and customer profiles to understand the activity's implications?	<input checked="" type="checkbox"/> Yes
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	<b>Does this activity:</b> Contribute towards unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act <i>(i.e. the activity creates or increases disadvantages suffered by people due to their protected characteristic)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Reduce equality of opportunity between those who share a protected characteristic and those who do not <i>(i.e. the activity fail to meet the needs of people from protected groups where these are different from the needs of other people)</i>	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> Not sure	Foster poor relations between people who share a protected characteristic and those who do not <i>(i.e. the function prevents people from protected groups to participate in public life or in other activities where their participation is disproportionately low)</i>	<input checked="" type="checkbox"/> No
<b>FOR =0</b>	<b>TOTAL</b>	<b>AGAINST =6</b>

**Will you now be completing an EIA?**

Yes

No

The EIA toolkit can be found [here](#)

<b>Assessment Lead Signature</b>	Clare Turner & Lee Kinder
<b>Checked by departmental E&amp;D Lead</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Gwen Kinloch</b>
<b>Date</b>	13/12/2019