



# Cabinet

23 October 2013

<b>Report Title</b>	Reduction in opening hours at the Archives Service and Staffing Restructure	
<b>Classification</b>	Open	
<b>Cabinet Member with Lead Responsibility</b>	Elias Mattu Leisure and Communities	
<b>Accountable Strategic Director</b>	Tim Johnson	
<b>Originating service</b>	Education & Enterprise	
<b>Accountable officer(s)</b>	Corinne Miller	.
	Tel	01902 552050
	Email	Corinne.Miller@wolverhampton.gov.uk

## 1.0 Description of Savings Proposal

To reduce the opening hours of Archives to 21 hours per week over 3.5 days

What will be cut: opening hours will be reduced to 21 hours p/w and a staffing restructure will take place. Headcount will be determined following consultation with unions and staff as to rotas for Saturday working.

Service Impact: Greater access to online material In recent years has led to fewer visits in person mitigating impact of reduced opening hours. The city is legally required to maintain an archive of public records, so a cataloguing archivist will be required to maintain the cataloguing of the collection. Reduced opening hours could compromise funding bids for example the upcoming bids to Heritage Lottery Fund (HLF) for the Express and Star Photo Archive and the Mander papers. Reduced access to the city's records which will impact on retrieval of information for planning and social care and education and may reduce the number of businesses depositing their records at the Archives. Clawback from HLF grant for the refurbishment 2009 £3.307M is a significant risk, and an acceptable variation to the conditions of the grant would need to be negotiated.

What level of service will be retained: The archives will continue to be accessible to the public and the collections will be maintained and catalogued in accordance with professional guidelines however the service is likely to lose its 4\* rating.

Staffing implications to be determined.

## 2.0 Table Setting out Financial Proposal

### 2.1 Total base budget savings

	Year 2014-2015 £000	Year 2015-2016 £000	Year 2016-2017 £000	Year 2017-2018 £000	Year 2018-2019 £000	5 year total £000's
Total base budget savings	47	0	0	0	0	47

### 2.2 Staffing Implication

	Year 2014-2015 £000	Year 2015-2016 £000	Year 2016-2017 £000	Year 2017-2018 £000	Year 2018-2019 £000	5 year total £000's
Full Time Equivalent (FTE)	0	0	0	0	0	0

## 3.0 Communications Strategy Implications

3.1 The Communications strategy Implications of this proposal are minimal.

## 4.0 Corporate Landlord Implication

4.1 The Corporate Landlord Implications of this proposal are none or minimal. However the building may be subject to increased vandalism as a result of reduced operating hours.

## 5.0 Customer Implications

5.1 The implications for customers of this proposal represent some risk as detailed below. Reduced access to the city archives will impact on data retrieval for all Council services, particularly planning, social care and education, which will in turn impact on the response times of these services. In terms of public access, greater reliance on online materials means there is a risk that those that are digitally excluded will no longer be able to access the service.

## 6.0 Economic Implications

6.1 None identified

## **7.0 Environmental Implications**

7.1 The Environmental Implications of this proposal represent some risk as detailed below: Reduced opening hours means that the building is more vulnerable to vandalism and break –ins. Additional security will need to be factored in by Property Services.

## **8.0 Equality Implications**

8.1 An equalities analysis screening has been completed, a full equality analysis is not required.

## **9.0 Financial Implications**

9.1 The Financial Implications in terms of savings and investments are as described in the proposal above.

## **10.0 Health Implications**

10.1 The Health Implications of this proposal are minimal.

## **11.0 Legal Implications**

11.1 The Legal Implications of this proposal are considerable. Claw back from HLF for the refurbishment on nearly £3.5 million is a significant risk, and acceptable variations with the funder will need to be negotiated, otherwise provision will need to be made in the Councils budget. Legal advice will need to be sought regarding the staff restructure

## **12.0 Policy Implications**

12.1 The Policy Implications on agreed Council policy represents a some risk as detailed below. Wolverhampton Archives is a high profile cultural venue located close to city centre and makes a significant contribution to the Council's Revitalising the City priorities. Reduced opening hours means less visitors to the city, which in turn has an impact on the wider city centre economy. In addition there is a small reputational risk for the Council, because reduced opening hours means that it is likely that the service would lose its 4\* rating for its archives.

## **13.0 Procurement Implications**

13.1 The Procurement Implications of this proposal are minimal.

## **14.0 Staffing Implications**

14.1 The HR Implications of this proposal represent some risk as detailed below. A reduced staffing structure will be put in place, which will mean a reduction of full-time staff in preference for part-time and volunteering. A different operating model may require some contract and terms renegotiations. Reductions in employee numbers will be achieved through voluntary redundancies in first instance in line with Council scheme. Further reductions in service and employee numbers will require fair and due process to be followed regarding consultation, selection and implementation of any compulsory redundancies.

## **15.0 Trade Union Implications**

15.1 **No Implications Recorded.**